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DOD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT

POLICIES, PROCEDURES AND PROGRAMS MANUAL

Assistant Secretary of Defense
(Force Management and Personnel)
(703)692-2275



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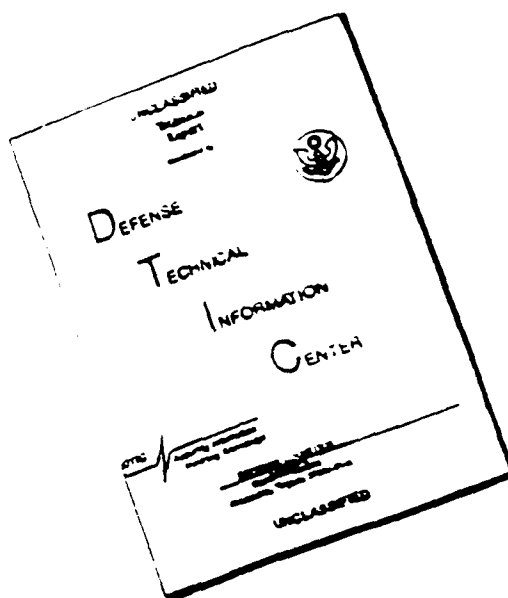
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THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FORCE MANAGEMENT
AND PERSONNEL

FOREWORD

This manual implements the provisions of DoD Directive 1400.20, "Program for Stability of Civilian Employment in the Department of Defense." It establishes and provides guidance to be followed by all DoD activities in carrying out the policies applicable to the DoD Program for Stability of Civilian Employment. It also provides detailed procedural instructions for the operation of the Automated Placement Programs.

DoD 1400.20-1-M, "DoD Program for Stability of Civilian Employment Policies, Procedures and Programs Manual," April 1988 is hereby cancelled.

The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Defense Agencies and the Uniformed Services University of Health Sciences, (hereafter called "DoD Components").

The manual is effective immediately and is mandatory for use by all DoD Components.

Send recommended changes to the manual, through channels, to:

Chief, Defense Data Support Center
ATTN: DDSC
1507 Wilmington Pike
Dayton, OH 45444-5310

DoD activities may obtain copies of this manual from DDSC, Dayton, address as shown above.

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DOD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT

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REFERENCES

- (a) DoD Directive 1400.20, "DoD Program for Stability of Civilian Employment," 16 June 1981
- (b) Title 5, Code of Federal Regulations, Part 550, Subpart H, "Back Pay," Sections 550.801 through 550.804, 1 December 1981
- (c) DoD Directive 5410.10, "Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations Within the United States," 2 February 1960
- (d) DoD Directive 5410.12, "Economic Adjustment Assistance to Defense Impacted Communities," 22 December 1987
- (e) FPM Letter 351-22, dated 18 September 1987
- (f) Joint Travel Regulations, Volume 2, 1 September 1976
- (g) Federal Personnel Manual, Supplement 990-2, Book 550, Subchapter 7, "Severance Pay," 21 January 1969
- (h) Federal Personnel Manual, Chapter 531, Subchapter 2, "Determining Rate of Basic Pay," 9 June 1977
- (i) Title 5, Code of Federal Regulations, Part 351, Subpart E, "Retention Standing," 3 January 1986
- (j) Federal Personnel Manual, Chapter 335, "Promotion and Internal Placement," 7 May 1981
- (k) Federal Personnel Manual, Chapter 410, "Training," 11 October 1983
- (l) Federal Personnel Manual, Chapter 713, Subchapter 2, "Equal Opportunity Without Regard to Race, Color, Religion, Sex, or National Origin," 29 May 1970
- (m) Federal Personnel Manual, Chapter 330, Subchapter 4, "Positions Restricted to Preference Eligibles," July 1969
- (n) Federal Personnel Manual, Chapter 315, Subchapter 9, "Probation on Initial Appointment to a Supervisory or Managerial Position," 27 September 1985

- (o) DoD Directive 5200.2, "DoD Personnel Security Program," 20 December 1979
- (p) Title 5, Code of Federal Regulations, Part 330, Subpart B, "Reemployment Priority List," Section 330.201, 8 November 1988
- (g) Federal Personnel Manual, Chapter 330, Subchapter 2, "Reemployment Priority List," 31 March 1989
- (r) Title 5, U. S. Code, Part III, Chapter 57, "Travel, Transportation, and Subsistence," Subchapter II, Section 5724(e), 12 September 1980
- (s) Federal Personnel Manual, Chapter 330, Subchapter 3, "Placement Assistance Programs for Displaced Employees," 31 March 1989
- (t) DoD 1400.20-2, "Counseling Manual for DoD Program for Stability of Civilian Employment," February 1990
- (u) Title 5, U. S. Code, Part III, Chapter 53, "Pay Rates and Systems," Subchapter VI, Section 5362
- (v) Title 5, Code of Federal Regulations, Part 536, Subpart B, "Grade and Pay Retention," Sections 536.206, 536.208, and 536.209, 30 December 1980
- (w) DoD 5000.12, DoD Manual for Standard Data Elements, December 1982
- (x) Title 5, U. S. Code, Part III, Chapter 83, Subchapter III, "Civil Service Retirement," Sections 8336(d)(2) and 8337, 8 August 1984
- (y) Title 5, Code of Federal Regulations, Part 213, "Excepted Service," Subpart C, Section 213.3102(j), 2 July 1982
- (z) Public Law 98-212, Section 783, 8 December 1983
- (aa) Army Regulation 140-315, Section II, paragraph 8e(2), "Employment and Utilization of Army Reserve Military Technicians," 5 July 1985

CHAPTER 1

GENERAL INFORMATION

A. POLICY AND PURPOSE

1. The policy of the Department of Defense (DoD) is to promote stability of employment for civilian employees affected by changing manpower requirements and to provide maximum opportunity for placement in other DoD positions. Consistent with this policy, a strong placement assistance program shall be maintained to minimize the adverse effects on employees caused by actions required for the effective management of the Department of Defense, such as, but not limited to, reductions-in-force, base closures, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of functions.

2. The purpose of this manual is to implement the policies outlined in DoD Directive 1400.20.

B. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) shall:

a. Establish policy and issue procedural guidance, as necessary, to reduce the potential adverse impact on employees and to maximize the use of DoD-wide automated referral and placement programs and outline these policies and procedures in this manual.

b. Designate DoD Zone Coordinators and other appropriate program managers who shall;

(1) Act for the ASD (FM&P), within their assigned area of responsibility, to provide overall program management, leadership and direction, obtain the affirmative cooperation required to meet the basic objectives of the program, and exercise specific authorities as outlined in DoD Directive 1400.20 and this manual.

(2) Serve as Project Leaders and/or Action Officers for ASD (FM&P) on DoD special projects/studies concerning employment, reduction-in-force, and other personnel-related issues.

2. The Assistant Secretary of Defense (Comptroller) shall provide implementing instructions to DoD components to assure that specific financing is made available by the Components to installation levels for severance pay and for travel and transportation expenses of DoD employees, incident to relocation under the provisions of this manual.

3. The Director, Defense Logistics Agency, shall:

a. Serve as the host agency for the Defense Data Support Center (DDSC).

b. Provide support services to the DDSC, which will receive program policy guidance and direction from the ASD (FM&P), through the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy & Requirements).

c. Designate the Defense Electronics Supply Center to provide automated data processing and other tenant support services to DDSC.

4. The Secretaries of the Military Departments; the Director, Defense Logistics Agency; and the Deputy Assistant Secretary of Defense (Administration) shall designate a Component Coordinator who shall be responsible for assuring the efficient operation of the Stability of Civilian Employment Program and the supporting automated placement programs within the Component. The Coordinator shall exercise the authorities and carry out the responsibilities assigned in this manual.

5. The Heads of DoD Components, with the concurrence of the ASD (FM&P):

a. May issue internal policy and procedures, as appropriate, consistent with this manual.

b. Shall conduct periodic installation/activity inspections or surveys to assure program compliance.

c. Shall, in coordination with Zone Coordinators, designate Regional Coordinators with responsibility for each of the DoD designated regions and, if required, in the overseas theaters, to assure the efficient operation of the program within and between assigned activities. Normally, a minimum of one Regional Coordinator shall be designated for each region in which the DoD Component has two or more civilian personnel offices. Regional Coordinator assignments shall be reviewed periodically to assure that designated coordinators devote the time necessary for effective implementation and coordination of the program, as outlined in this manual. Regional Coordinators serve under the general direction of DoD Zone and Component Coordinators, with responsibility to assist in carrying out the full range of field management activities outlined in this manual for their respective Regions, and with the technical advice and assistance provided by the appropriate DoD Zone Coordinator.

(Chap 1, Para B6)

6. DoD Zone Coordinators shall act for the ASD (FM&P), within their respective zones, and are responsible for providing overall management, leadership, direction, obtaining affirmative cooperation in meeting the basic objectives of the DoD Program for Stability of Civilian Employment, and are the principal points of contact in the zones. Additional responsibilities of the DoD Zone Coordinators are to:

a. Obtain affirmative support of Defense managers within their respective zones for the DoD Program for Stability of Civilian Employment and other related programs.

b. Conduct periodic reviews and staff assistance visits or surveys to assure program compliance.

c. Authorize expanded area of consideration and/or extended period of registration for registrants.

d. Apply area job freezes, as necessary, to provide placement opportunities.

e. Freeze specific vacancies to provide placement opportunities, based on special circumstances, as determined by the Zone Coordinator, such as in instances of late or improper registrations, etc.

f. Resolve disputes of employees' qualifications and other program matters, including providing assistance in resolving employee complaints.

g. Develop policy and procedural guidance and resolve problems related thereto.

h. Investigate and direct corrective action on any non-compliance or violation of DoD policies. This includes the responsibility to direct placements and restoration of pay, allowances, and differential, as set forth in 5 CFR, Part 550, Subpart H, Sections 550.801 through 550.804.

i. Render final decisions on all requests for exception under delegated authority from the ASD (FM&P).

j. Determine need for, schedule and conduct training.

k. Provide overall direction and technical advice and assistance to Regional Coordinators.

7. The Chief, Defense Data Support Center (DDSC) shall:

a. Design and operate automated placement systems consistent with and necessary to achieve the policies established by ASD (FM&P).

b. Develop, prepare and issue procedural instructions and directives for ASD (FM&P) in support of the program.

c. Exercise general supervision of the technical support operations of the programs, including the preparation, development, revision and distribution of DoD manuals, forms, input-output documents, and other administrative works necessary to the programs.

d. As required, assist Zone Coordinators in providing policy and procedural training.

e. Notify Zone, or Component Coordinators, as appropriate, of delinquencies, noncompliance, questionable actions, or violations of program requirements.

f. Maintain official program records and submit reports to OASD (FM&P), Zone, or Component Coordinators.

g. Plan, initiate and conduct surveys to determine program effectiveness and issue results to include recommended changes.

8. DoD Component Coordinators shall be responsible for assuring the efficient operation of the Stability of Civilian Employment Program and related programs, within their components, and provide operational assistance and advice to DoD Regional Coordinators and activities of their components to assure timely compliance with the DoD Programs. Specific responsibilities include:

a. Within their component only, authorizing expanded areas of consideration and extended periods of registration for displaced and nondisplaced overseas employees.

b. Initiating necessary corrective action in instances of noncompliance involving the component's activities. This includes the responsibility to direct restoration of pay, allowances, and differential as set forth in 5 CFR, Part 550, Subpart H, Sections 550.801 through 550.804.

c. Settling qualifications disputes within the same component, as referenced at Chapter 5, Para C2.

d. Providing assistance in resolving employee complaints.

(Chap 1, Para B9)

9. DoD Regional Coordinators (including overseas), working under the general direction of DoD Zone and Component Coordinators, assist in assuring the smooth functioning of the DoD Program for Stability of Civilian Employment, in their respective regions, and provide operational assistance and advice to individual activities. Specific responsibilities regarding activities under their direction are to:

a. Provide leadership, assistance, and technical direction regarding the DoD Program for Stability of Civilian Employment.

b. Provide monthly reports to Civilian Personnel Offices on the status of and policies applicable to the Program.

c. Participate with the Zone Coordinator and/or conduct periodic reviews or surveys to assure compliance with the DoD Program for Stability of Civilian Employment and furnish a copy of their reports to the Zone Coordinator.

d. Under delegated authority of the Zone Coordinator, approve exceptions from the Priority 1 or 2, restriction on promotions and reassignments, expanded areas of registration, and such other subjects as delegated.

e. Resolve disputes of registrant qualifications and other operational problems. When necessary, elevate unresolved disputes to the attention of the Component Coordinator or the Zone Coordinator, as appropriate (see Chapter 5, Paragraph C). All disputes involving the Regional Coordinator's own activity will be elevated automatically.

f. Budget for travel funds necessary to perform assigned DoD Regional Coordinator functions.

g. Recommend policy and procedural changes to the Zone Coordinator and participate in conferences in that regard.

h. Provide counseling and assistance in response to employee complaints.

10. DoD Overseas Liaison Officers work under the general supervision of DoD Component Coordinators and are responsible for assisting CONUS activities in resolving problems and expediting placement of overseas registrants.

11. Civilian Personnel Officers are responsible for effective administration of the DoD Program for Stability of Civilian Employment at their activity, for counseling employees on program provisions, and for informing Commanders and key managers on program requirements.

(Chap 1, Para B12)

12. Commanders or Heads of Activities which are organizationally responsible for the CPO function will issue a statement of support for the DoD Program for Stability of Civilian Employment and insure that all managers, supervisors, and staff officials comply with the policy and procedures of this program. Civilian Personnel Officers may obtain additional statements of support from Commanders of other serviced organizations.

C. RECORDS AND REPORTS

1. Stopper List Documentation. Each civilian personnel office will maintain a clear audit trail on all actions to include a file of Stopper Lists, requisitions and responses thereto, and documentation to show that all appropriate positions were matched against Stopper Lists and were filled in accordance with the policies and procedures contained in this manual. Documentation will be retained two years.

2. Registration Documentation. Each registering civilian personnel office will maintain, for two years following deletion from the program, an individual folder on each registrant in the Priority Placement Program, with information as follows:

- a. Registrant's name and date of counseling.
- b. Date of registration.
- c. Documentation of authority for any registration outside the Zone.
- d. Position title, series, and grade at time of registration.
- e. Date on which substantially continuous foreign service began. (Overseas employees only.)
- f. Dates of any general or specific reduction-in-force separation or demotion notice, functional transfer offers, and declinations.
- g. Positions, grades, and locations for which registered. (Resume audit will serve this purpose.)
- h. Offers received, accepted, or declined and from which activities.
- i. Reasons for declinations.
- j. Date removed from the program and the reason.
- k. Any other information determined necessary to document placement consideration provided.

(Chap 1, Para C3)

3. Overseas Employment Program Registration Documentation.

Civilian personnel offices registering applicants into the Overseas Employment Program will assemble an individual folder for each registrant and will include:

a. Name, position titles, series, grades, and locations for which registered. (Resume audit will serve this purpose.)

b. Standard Form 171, Application for Federal Employment. (Do NOT send to DDSC.)

c. Record of queries received regarding registrant, and registrant's responses.

d. Offers received, accepted, or declined.

e. Date removed from program and reason(s).

f. Any additional information determined to be of assistance.

These records will be retained for two years following deletion from the program.

4. Employment Freeze Report. Should a DoD Component or a subordinate command impose on an activity or "group" of activities a total moratorium or "freeze" on personnel actions which impact this program, the DoD Component will advise OASD (FM&P/PP&R) and the appropriate DoD Zone or Component Coordinator as to the nature, extent, and duration of the "freeze".

CHAPTER 2

STABILITY OF CIVILIAN EMPLOYMENT POLICIES

A. PROGRAM ADMINISTRATION

1. For the purpose of program administration, four geographic zones have been established under the DoD Program for Stability of Civilian Employment. They are reflected below and in the map at the end of this chapter.

Zone 1: Boston, New York, Philadelphia DoD designated Regions (including the Washington, D.C., metropolitan area)

Zone 2: Atlanta and Dallas DoD designated Regions (including Puerto Rico)

Zone 3: Chicago and St. Louis DoD designated Regions

Zone 4: Seattle, San Francisco, and Denver DoD designated Regions (including Alaska and Hawaii)

2. Three overseas theaters, identified as the Atlantic, Pacific, and European Theaters, have also been designated under this Program.

3. Two Zone Coordinator offices have responsibility for overall management of this and other related programs in an assigned area. Those DoD activities east of the states of Texas, Oklahoma, Kansas, Nebraska, South Dakota and North Dakota are under the jurisdiction of the DoD Zone Placement Office - East, Robins AFB, Georgia. This includes those activities in the Atlantic and European Theaters. DoD activities in the states listed above and those west thereof, including the Pacific Theater, are under the jurisdiction of the DoD Zone Placement Office - West, El Paso, Texas.

B. PRIORITY PLACEMENT PROGRAM TRAINING REQUIREMENT

Each servicing civilian personnel office is required to have at least one person fully trained in the policies and procedures of the DoD Priority Placement Program and the DoD Overseas Employment Program. Completion of the regular DoD Program for Stability of Civilian Employment Training Course by one civilian personnel official and periodic updating will suffice to meet this requirement.

(Chap 2, Para C)

C. ADVANCE PLANNING

1. Notice of the closure of installations or major reductions will be announced promptly after the clearance prescribed in DoD Directive 5410.10 is obtained. Whenever possible, announcements should be made at least six months in advance and requests for clearances should be processed rapidly. In major base closures or phasedowns involving displacement of large numbers of employees, announcement should be made considerably more than six months in advance, whenever possible. Announcements shall include the following:

a. Information to all affected employees as to the nature of the action to be taken and the reasons therefor.

b. Information to the appropriate offices of the Office of Personnel Management, local and national officers of employee organizations represented at the activity, local Bureau of Employment Security Offices, Chambers of Commerce, and any other organizations which may be of assistance in organizing and conducting programs to find employment for employees to be displaced.

c. In a foreign area, information to the AMEMBASSY regarding employees, local nationals, third-country nationals, and U. S. citizens to be displaced.

2. At the time management decisions are made, the effects on personnel must be considered and early plans initiated, as prescribed in DoD Directive 5410.12, to cope with these effects. Consideration will be given to the fact that early planning by both operating and personnel management officials and sufficient lead time on any necessary actions are basic to the success of efforts to retrain or reassign employees adversely affected by changes in staffing requirements.

3. Action will be taken well in advance of the planned reduction to stop the hiring of new personnel in jobs for which the excess personnel are qualified, so that vacancies can be used for reassignment of personnel who will be adversely affected by reduction-in-force (RIF) or transfer of function.

4. Actions will be taken to assure that placement assistance efforts receive adequate resource backing in the form of additional personnel and funds required to operate an effective program.

5. When special categories of employees, such as mentally or physically handicapped, etc., are to be adversely affected, special efforts will be made to provide maximum outplacement assistance.

(Chap 2, Para D)

D. ADVANCE NOTICE

1. Employees serving under appointments without time limitation, who are involved in separation by reduction-in-force or who are required to accept assignment beyond the commuting area in a transfer of function, are entitled to a specific advance notice period ranging from a minimum of 30 days to a maximum of 90 days. The minimum advance notice period in an active duty status shall be extended as follows:

a. When the 30 day minimum notice is given, employees who request a total notice period of 60 days will have such requests approved. However, the additional 30 day period may only be authorized in an annual leave or LWOP status.

b. DoD Components, at their discretion, may authorize a minimum notice period of 60 days entirely in an active duty status.

c. At management's discretion, a further additional period of 30 days on active duty, annual leave or LWOP may be approved to provide a total notice period not to exceed 90 days.

d. Employees who accept functional transfer and then decline the functional transfer after the initial notice period need only be given a 30 day advance notice of separation. However, such declines are eligible for registration in the Priority Placement Program.

2. Employees being reduced in grade as a result of reduction-in-force should be given as much advance notice as feasible, but as a minimum, a 30 day advance notice as required by the Office of Personnel Management regulations. Priority Placement Program entitlement for those employees limited to a notice of less than 60 days before reduction in grade will continue for a period which provides for 60 days from the date of such notice.

3. U.S. employees in foreign areas, and Alaska, Hawaii, Guam, and Puerto Rico who have return rights to CONUS will be granted the additional LWOP or annual leave only if the leave is taken prior to return to the continental U.S. for separation.

4. In reductions in which there is reasonable expectation that a significant number of employees being released will be recalled to their positions within one year, consideration should be given to the authority to place employees on a one-year furlough.

5. Leave without pay, annual leave, or furlough, under the circumstances outlined in paragraphs D3 and D4 above, are authorized for the purpose of facilitating the Department's effort to provide continuing Federal employment, without a break in Federal service, for the employees involved.

6. Reduction-in-force and other termination notices will not be issued with an effective date for separation (or drop from strength accounting) during the period 15 December through 3 January, nor will any such notices be issued for delivery to employees during this period. If, in specific situations, available resources absolutely preclude any delays caused by this policy, exceptions may be authorized by specific approval of the Assistant Secretary of Defense (Administration), the Assistant Secretaries (Manpower and Reserve Affairs) of the Army and Navy, and the Assistant Secretary (Manpower, Reserve Affairs and Installations) of the Air Force, and Directors of the Defense Agencies, as appropriate. It is expected that exceptions will be minimal and approved only when the total adverse effect on employees will be significantly increased if the exceptions are not granted.

7. DoD Program for Stability of Civilian Employment, Reduction in Force Information Pamphlet (DoD 1400-20-1-P, revised September 1990) will be provided to all employees affected by Reduction-In-Force (RIF) and those entitled to grade retention. If possible, this pamphlet will be provided to the affected employee upon issuance of the RIF notice.

E. FUNCTIONAL TRANSFER

1. Determinations as to when a transfer of function occurs among different activities of the DoD shall be made in accordance with the provisions of FPM Chapter 351, subchapter 10. Insofar as practical, implementing directives or instructions will incorporate an advance determination as to whether a transfer of function is involved. To the maximum extent possible, in hiring to meet its requirements, the gaining activity will give priority consideration to the employees of the releasing activity.

2. When it is determined that there will be a functional transfer which will result in a reduction-in-force, the personnel office of the gaining activity will make a paper consolidation of the pertinent retention registers of both activities. Each activity will process for its employees appropriate actions to separate or reassign, as determined from the joint retention register. After conducting the reduction-in-force, all reemployment and appeal rights of employees affected by the functional transfer rest with the gaining activity. Whenever possible, the releasing activity will absorb elsewhere such of its employees as will be made surplus by the transfer. Exceptions to these procedures will be made only when the activities involved mutually agree that unusual circumstances surrounding the specific transfer make the actual transfer of all employees preferable to the paper consolidation of retention registers.

3. For overseas employees affected by functional transfer, refer to Chapter 6, paragraphs B5 and D2.

(Chap 2, Para F)

F. PAYMENT OF TRAVEL EXPENSES (Overseas Activities, see Chapter 6)

1. Employees being involuntarily separated or demoted (other than for personal cause), who are in other than a temporary status, will have their transportation expenses paid by the releasing activity when transferred or reassigned to a position expected to continue for not less than one year at another DoD activity. Such payments will be made to the maximum extent permitted under the provisions of the Joint Travel Regulations, Volume 2. This shall include employees who have been or will be affected by a reduction-in-force, involuntary furlough for six months or more, transfer of function or base closure, and employees who have been separated for these reasons and are reemployed in DoD within the period of one year from date of separation. Also included are displaced DoD employees who, during their period of registration eligibility, are recruited for and placed in positions in the Federal Government as a result of an interrogation of the DoD Priority Placement Program or other outplacement efforts, under conditions provided in paragraph F2 below, and employees who transfer to a non-DoD Federal activity prior to separation because of reduction-in-force or transfer of function or have been separated for these reasons and are reemployed within one year of date of separation in a non-DoD Federal Agency at a duty station located within the United States, United States territories and possessions, the Commonwealth of Puerto Rico or overseas areas. The releasing DoD activity, if located within the above listed areas, will endeavor to have the non-DoD activity pay travel and transportation expenses to the new location; however, if this is not possible, the releasing DoD activity will pay the expenses.

2. Employees eligible for Priority Placement Program registration being involuntarily separated (other than for personal cause) may seek other employment on their own initiative. When such employees obtain positions within the Federal Government, they are entitled to have their transportation expenses paid, provided they have not previously declined a valid position offer and:

a. The position is in the same DoD zone where employed, or outside the zone if the releasing activity certifies that the employee has neither declined to accompany his function, nor can be assured a suitable offer within the zone and the Zone Coordinator approves. (Employees obtaining positions in Alaska or Hawaii from Zone 4 and within Puerto Rico from Zone 2 will have their transportation expenses paid by the releasing activity only if the releasing activity certifies that a suitable offer cannot be assured within CONUS in the respective Zone. For example, an employee who can be assured a suitable offer elsewhere in Zone 4 would not have transportation costs to Alaska or Hawaii paid by the releasing activity if such employment was obtained on the employee's own initiative.)

(Chap 2, Para F2b)

b. If the position is in a Federal Agency other than DoD and is obtained prior to separation or within one year after separation, the cost will be borne by the releasing activity if the gaining activity will not assume the expense. Cost of travel expense will be assumed by the releasing activity if the position is in DoD.

3. Office of the Secretary of Defense, Office of the Joint Chiefs of Staff, the Military Departments and Defense Agencies will establish procedures to remove any financing impediments to maximum employment of all Defense employees affected by base closures, transfers of functions, and other reductions. As required by DoD Directive 1400.20, arrangements will be made to assure that funds are set aside and available at the component headquarters or major command level for installations when needed for the payment of travel and transportation expenses for this purpose. Implementing instructions issued by the components will advise field agencies that local financial plans will be increased to the extent necessary to pay travel and transportation expenses incidental to hiring such employees.

4. When reimbursement for temporary quarters and miscellaneous expenses cannot be authorized by the losing activity under the Joint Travel Regulations, such costs are to be borne by the gaining activity when an employee is placed into the gaining activity under the PPP from an overseas assignment. This is in accordance with JTR, Vol 2, Para cl052.

G. EARLY RELEASE OF EMPLOYEES IN BASE CLOSURES AND MAJOR TRANSFERS OF FUNCTION

1. Whether or not formal placement efforts to assist affected employees at activities being closed or transferred have begun, vacancy information forwarded from other DoD and Federal activities in or near the commuting area will be disseminated to employees. Activities will not inhibit the recruitment and selection of employees for other positions in or near the commuting area and employees selected for such positions will be promptly released.

2. When necessary, employees released may be replaced by temporary or term appointees, by detail of personnel from other activities, by temporary use of military personnel, or by other means. In appropriate cases, action to reprogram for a more rapid phase-out of the activity being curtailed or transferred may be considered.

(Chap 2, Para H)

H. RETRAINING

Upon determining that employees will be adversely affected by reductions or shifts in staffing by base closures and by other management decisions, installations will make every effort to identify actual and potential skills of affected employees for placement possibilities which will retain as many employees as possible in continuing employment in their current or allied skills or in skills for which they can be trained. In many instances, short-term training or orientation will achieve the placement. In others, formal training may be required. In such instances, available in-house capabilities should be utilized. When these are not available or feasible, assistance of the Department of Labor and other outside training program sources should be sought.

I. SEVERANCE PAY

1. An employee who is involuntarily separated from Federal service may be entitled to severance pay. The separation of an employee who declines a position when it is moved to another commuting area because of a transfer of function is an involuntary separation for purposes of entitlement to severance pay, unless the employee's position description or other written agreement of understanding provides for such reassignment. Under certain conditions, a resignation is considered to be an involuntary separation for purposes of entitlement to severance pay. Severance pay will be administered in accordance with the provisions of FPM Supplement 990-2, Book 550, Subchapter S7.

2. Components will insure that adequate counseling and proper administration of severance pay provisions are carried out when entitlement is due. (Guidance on registering activity procedures is provided in Ch 3, para B3). Releasing activities are required to make efforts to obtain equivalent job offers for employees with non-DoD Federal Agencies in the commuting area. Placement efforts with other DoD activities in the commuting area will be through obligatory registration in the PPP. *

J. RELATED POLICIES

1. Salary and Pay

a. Pay Fixing. A registrant who is placed through PPP or a DoD employee who is scheduled for separation or demotion by reduction-in force, or failure to accompany a function, who is placed by reassignment, change to lower grade, reinstatement or transfer, or Reemployment Priority List (RPL), will have pay fixed in the new grade at a step rate which preserves, to the maximum extent possible, the last earned rate, except when such rate is earned while serving under *

(Chap 2, Para J1a cont'd)

a temporary promotion. This requirement is established for Classification Act and Wage Grade employees and does not preclude use of the "highest previous rate" rule authorized by FPM, Chapter 531, Subchapter 2.

b. When a surplus Wage Grade employee is reassigned, transferred, or reinstated under the Priority Placement Program from a lower paying wage area to a higher paying wage area, the step held will be preserved to the maximum extent possible.

c. Pay Retention. An employee placed in a lower grade position and who is eligible for pay retention under Office of Personnel Management, Department of Defense, or military department/Defense Agency regulations will be accorded pay retention if such rate is higher than that which can be provided under the "highest previous rate" rule. If otherwise eligible, an employee is entitled to pay retention when placed in a lower grade position within DoD even though a movement across component lines is involved.

2. Promotions at activities being closed. Permanent promotions and appointments will not be made at any activity announced for closure or substantial reductions, e.g., 25% or more of work force, during the 18 months immediately preceding the date of such closure or reductions, except in those instances in which promotion is mandatory to satisfy an employee's enforceable assignment rights, such as statutory, administrative reemployment or restoration rights, or implementation of new classification standards.

a. Permanent promotions will not be made at either gaining or releasing activities in those functions involved in transfer and merger of functions within 18 months of the date of the merger unless a determination as to a different time interval is mutually agreed upon by the releasing and gaining activities. Upon declination of transfer of function and subsequent registration in the Priority Placement Program, permanent promotions of such registrants will not be made. An exception to this is the promotion of an employee to satisfy enforceable assignment rights such as statutory, administrative reemployment or restoration rights, or implementation of new classification standards.

b. Details, temporary promotions, temporary appointments, and term appointments will be used to the maximum extent possible at such activities. Employees receiving temporary promotions will be registered in the Priority Placement Program at a grade level not above the grade from which temporarily promoted.

(Chap 2, Para J3)

3. Continuing Positions. It is intended that an employee referred for placement normally will be placed in a continuing position. A continuing position is an unencumbered or uncommitted, permanent position in either the competitive or excepted service which is scheduled to be filled at the activity, including a vacant position to which a DoD employee has return placement rights from overseas. Also, a continuing position available for placement of a registrant is defined as any position in the competitive or excepted service without a known termination date which is encumbered by a temporary appointee, temporary promotee/assignee, or reemployed annuitant. Temporary, time limited positions of one year or less duration are excluded from this definition but are covered by the provisions of Chapter 4, paragraph A5, this manual. The standard reduction-in-force definition of a position that will continue for more than 90 days will not be used as the criterion.

4. Physical Examinations. Normally, no physical examination will be required when an employee is referred for placement in a position for which otherwise qualified. In unusual circumstances, in which the position to which the employee referred for placement requires clearly higher physical qualifications than are required in the employee's present position, the gaining activity may request the releasing activity to arrange, at the releasing activity's expense, any necessary physical examination prior to the employee being reassigned or transferred to a new position in another commuting area. If the position is in the same commuting area, any physical examinations required will be the responsibility of the gaining activity. Disputes on physical qualifications will be referred to the appropriate Zone Coordinator for resolution.

5. Performance Tests. An employee who, at the time of registration in the Priority Placement Program, occupies a position or has occupied a position with satisfactory performance within the past three years for which a performance test is part of Qualification Standards, will be considered as having met the performance test requirement. Other employees who have not passed required performance tests within 36 months preceding registration will be registered for positions requiring a performance test only after test requirements have been satisfactorily met. In accordance with X-118, proficiency requirements may be met for Clerk Typist, Clerk Stenographer, Data Transcriber and positions with parenthetical titles of (Typing), (Stenography), or (Data Transcription) by self certification of the registrant. However, it's important that activities use judgment, in that, individuals must have something in their background that supports the self certification. *

6. Temporary Retention of Sick Employees Scheduled for Separation.

a. Title 5, CFR, Part 351, Subpart F, Section 351.608 authorizes, as an exception to regular retention order in a reduction-in-force, the temporary retention of a lower-standing employee on sick leave for a period not to exceed the exhaustion of that employee's accumulated sick leave.

b. The Office of Personnel Management (OPM) has made the use of this authority to make exceptions to retention standing for sick employees optional with the agencies. It shall be the policy of the Department of Defense to use this authority under the following conditions:

(1) When employees have applied for and the OPM has approved employees' retirement for disability. If such employees opt to use all of their earned sick leave, they will be separated when it is exhausted.

(2) When an employee is incapacitated for duty in his present position due to illness or disability that can reasonably be expected to incapacitate him from such duty for 30 days or more after the effective date of his reduction-in-force. Responsibility for determining that this requirement is met rests with the responsible official of the activity concerned and such documentation of examination by a Federal medical officer as is considered necessary may be required of the employee. Such employees will be separated upon the exhaustion of their sick leave or termination of their incapacity, whichever is earlier.

(3) The grant of an exception to retention standing will specify an automatic termination date. With appropriate justification, this date can subsequently be extended.

(4) An employee on leave without pay while being carried on the rolls of the Office of Workers' Compensation Programs may be separated and need not be restored to a pay status for the purpose of granting any credited sick leave remaining.

7. Special Consideration for Repromotion or Position Change for Employees Receiving Grade or Pay Retention Benefits. Consistent with the objective of assigning employees to positions with responsibilities commensurate with their qualifications and pay, it is the policy of the Department of Defense that the priority placement requirements of this manual will be augmented by other positive placement assistance for employees receiving grade or pay retention benefits, due to involuntary placement in lower grade positions, for reasons such as reduction-in-force, correction of classification error, return from

(Chap 2, Para J7 cont'd)

overseas, or declination of functional transfer. FPM Chapter 335 provides agencies the option of making an exception to competitive promotion procedures for placement of such employees. Accordingly, before making selections under competitive promotion procedures, each DoD activity will provide special consideration to its current employees who are receiving such benefits and who would be in the established area of consideration for the position. If an employee is qualified and interested, special consideration must be extended to positions at or below the grade from which demoted and in the pay group which covered the employee prior to placement in the lower grade position. Special consideration does not extend to positions which offer known promotion potential to a grade above that from which demoted. Special consideration will cease when the employee is no longer entitled to grade or pay retention benefits. Declination of a valid offer at an intervening grade will terminate the employee's entitlement to repromotion consideration at that grade level, but the employee will continue to receive special consideration for higher grades, up to and including that from which downgraded. Placement actions under this provision, within the employee's current employing activity, may take precedence over Priority 1 or 2 PPP registrants during the above eligibility. Components may provide special consideration beyond the above minimum DoD provisions.

8. Personnel Servicing After Base Closure. When an activity is being closed, it is necessary for another activity to be designated to provide personnel servicing to any caretaker or other residual forces and to fulfill the duties and responsibilities associated with the DoD Program for Stability of Civilian Employment. Unless otherwise authorized by the Assistant Secretary of Defense (Force Management and Personnel), the nearest DoD servicing personnel office will be so designated, regardless of component.

9. Base Closure Placement Teams. When, at a base scheduled for closure, there is a shortage of locally available trained personnelists to provide essential staffing to complete the closure action, the responsible Component Coordinator will provide for augmentation of the local base Civilian Personnel Office, or organize from within the component, a special placement team to be assigned to the base during the closure period.

10. Requests for Authority to Allow Voluntary Retirements

a. All requests for authority to permit early optional retirements in major reduction-in-force situations will be forwarded in writing, through channels, to the Office of the Assistant Secretary of Defense (Force Management and Personnel). Requests may be initiated by an individual activity, command, or component and will

(Chap 2, Para J10a cont'd)

provide the required information outlined in Federal Personnel Manual, Chapter 351, Appendix B, and, in addition, will provide an assessment of placement opportunities within the area proposed for application of the authority.

b. Before forwarding the request to the Office of Personnel Management, the Office of the Assistant Secretary of Defense (FM&P) may request the Zone Coordinator to review and advise on the necessity for the special authority. Also, in major Defense directed reductions or base closures, the Office of the Assistant Secretary of Defense (FM&P) may initiate requests for the special authority to the OPM.

11. Withdrawal of a Resignation, a Retirement Application, or Declination of Functional Transfer. There are two circumstances in which decisions on withdrawal of resignation, retirement application, or functional transfer declination will not be open to employee discretion. These are:

a. When the employee's position has been, or is scheduled to be abolished, or

b. A commitment of the position to be vacated or declined has been made to someone else.

12. Caretaker Work Forces. Employees assigned to caretaker work forces at closed DoD activities will serve on term or temporary appointments. Only with advance approval of the Component Coordinator may caretaker positions be filled on a career or career-conditional basis. Employees assigned to caretaker work forces may be registered in the Priority Placement Program for consideration at other DoD activities at their last permanent grade held immediately before assignment to the term or temporary appointment in the caretaker work force. Registration must be effected prior to date separated or assigned from last permanent position.

13. Priority Placement Procedures Applicable to Actions at Candidate Activities Involving Closures, Major Curtailments, and Relocations. The following procedures apply to vacancies arising at activities which are candidates for base closure, major curtailment (Category 1), or relocation (Category 2). Zone Coordinators will establish procedures at affected activities and notify the Defense Data Support Center and appropriate Coordinators. The general policies contained in Chapters 3 and 4 are applicable to vacancies at activities scheduled for closure, major curtailment, or relocation and will be followed.

a. Gaining Candidate Activities

(1) Stopper Lists will be matched against vacancies. (Closure, major curtailment, or relocation study is not a basis for considering a vacancy as noncontinuing.)

(Chap 2, Para J13a(2))

(2) Requisitions will be submitted to DDSC when vacancies match Stopper List skills, options, and grades.

(3) Offers will be transmitted to releasing activities for matching registrants fully qualified for vacancies, in accordance with the following guidelines:

(a) Releasing activities will be informed of the nature of the candidate activity action and instructed to inform the registrant when making the placement offer.

(b) Candidates for Closure or Major Curtailment (Category 1). Offers will be extended only for matching registrants currently residing in the gaining candidate activity's commuting area.

(c) Candidates for Relocation (Category 2). Offers will be extended to matching registrants.

(d) Activities in Both Categories 1 and 2. Offers will be extended under the above guidelines dependent upon whether the vacancy is in an organization subject to closure or major curtailment (Category 1), or in a continuing organization subject to relocation (Category 2).

(4) If the offer is declined, a report action will be submitted to DDSC using Code 26 with the statement "Candidate Activity - Not a Valid Offer."

b. Releasing Activities

(1) Upon receipt of a placement offer from a candidate activity, the offer will be transmitted to the registrant.

(2) The registrant will be fully informed of the action being studied at the candidate activity, i.e., closure, major curtailment, or relocation.

(3) If a relocation candidate, the registrant will be advised of the relocation site(s) under study. If an offer is accepted at an installation subject to relocation (Category 2), the registrant will be required to declare, in writing, agreement to subsequent relocation if the candidate action is approved.

(4) The registrant will be advised that declination of the offer will not remove the registrant from the Priority Placement Program. If an offer is declined, a Code 26 will be submitted by the requisitioning activity to DDSC containing a full explanation.

(Chap 2, Para J13b(5))

(5) If the offer is accepted, the appropriate report action will be submitted to DDSC deleting the registrant from the program.

(6) If an offer is accepted at a Category 1 candidate activity and the registrant is subsequently displaced at the candidate activity by reduction-in-force, the employee will again be eligible for Priority Placement Program registration.

(7) If an offer is accepted at a Category 2 activity and the registrant has declared, in writing, agreement to subsequent relocation, normally the employee would be ineligible to register in the Priority Placement Program. However, Zone Coordinators may approve registrations on an individual case basis.

DoD ZONE - EAST

DoD ZONE - WEST

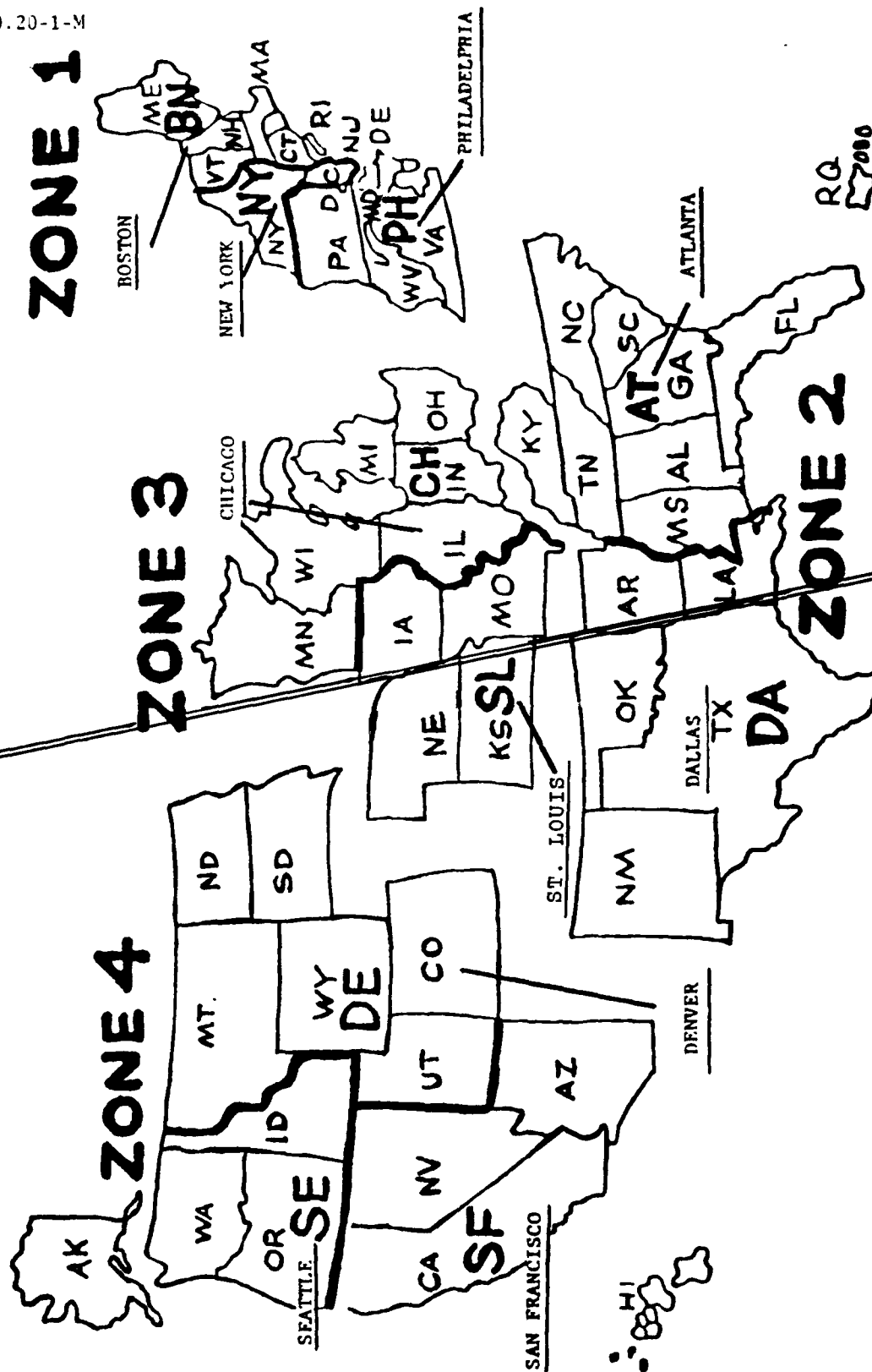


Figure 2-1. Map of DoD Zones and Regions.
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CHAPTER 3

PRIORITY PLACEMENT PROGRAM ELIGIBILITY AND REGISTRATION

A. GENERAL POLICY

1. The Priority Placement Program provides the primary method of registration and referral of DoD personnel for placement consideration at DoD activities within the United States and Puerto Rico, who are:

- a. scheduled for involuntary separation by reduction-in-force,
- b. scheduled for involuntary furlough for a period of 6 months or more,
- c. scheduled for demotion by reduction-in-force,
- d. scheduled for separation due to declination of functional transfer outside the commuting area or whose positions have been relocated outside the commuting area but within the competitive area, and who are not on a mobility agreement,
- e. satisfactorily completing a tour of duty or equivalent in a foreign area, territory, possession, or in the states of Alaska and Hawaii.

For registration of overseas displaced and nondisplaced employees, see Chapter 6.

2. Registration Eligibility. The Priority Placement Program is invoked while eligibles are still employed. Displaced employees with career/career-conditional status and excepted employees with personal career/career-conditional status whose job performance and conduct are satisfactory under the registering activity's performance evaluation system and who meet one of the following criteria may be registered:

a. Employees who are to be adversely affected by RIF or declination of functional transfer. Such employees include part-time, intermittent, seasonal or on call employees with status as described above, as well as employees scheduled for furlough for 6 months or more.

b. Full-time employees who decline a part-time position offered under RIF procedures or such employees who decline a part-time position at the losing activity following declination of an out-of-area functional transfer. Such employees being separated after declining the part-time job offers will have PPP registration eligibility just as though the part-time work had not been offered.

(Chap 3, Para A2c)

c. Employees receiving retained grade benefits who are impacted by subsequent Reduction-in-Force action, either separation or placement resulting in further retained grade benefits, may be registered under the most recent of these actions for the highest grade to which they have retained grade entitlement. The three GS grade registration limitation will not be applied to the highest retained grade when this limitation will prohibit the employee from registering for current grade. (For example, an employee whose retained grade is GS-9 and who is currently assigned to a GS-5 position, may be registered as the result of a subsequent RIF action down to and including the GS-5 level, even though it is more than three GS grades or equivalent below the GS-9.) For involuntary registrants, the retained grade, the grade of the current position and all intervening grades must be included. Registrants so affected will have their priority determined on the basis of cumulative grades downgraded.

d. Employees who are eligible for and take Discontinued Service Retirement, as result of RIF or declination of functional transfer and who are still interested in continued employment. Registration must be effected prior to the date of retirement.

e. Employees eligible for Optional Retirement, but who are also eligible for and elect to take Discontinued Service Retirement under the conditions cited above, provided they desire continued employment within DoD.

f. An otherwise eligible registrant who resigns but desires continued Federal employment. (Release date, element 45, should be one year from resignation date if a resignation occurs prior to scheduled separation).

g. For other eligibles, see Chapter 6 and the Appendices.

* 3. Registration Eligibility for Excepted Service Positions. Employees occupying excepted service positions who do not have personal competitive status may register in the PPP for excepted service positions. A qualifier must be included in element 42 or 43 of registration to show "Available for Excepted Service Position Only."

4. Registration Ineligibility. The following categories of employees are not eligible to register or, if registered, must be removed from the Priority Placement Program:

* a. Employees whose job performance is less than fully successful under the registering activity performance evaluation system or whose performance becomes less than fully successful after registration, regardless of the rating of record.

(Chap 3, Para A4a(1))

(1) An employee whose performance is in question at the registering activity is considered to be less than fully successful for registration purposes. The employee's performance becomes in question when the registering activity has knowledge that the employee's current or past performance directly and negatively impacts on his/her qualifications, eligibility or suitability for registration (i.e. a nexus can be established between the specific deficiency and registration eligibility as described in paragraphs B11 and B12 below).

(2) In cases of recent less than satisfactory performance, the employee will not be registered until satisfactory performance has been subsequently demonstrated for a reasonable period of time (normally 90 days).

b. Employees whose conduct is unacceptable. *

(1) An employee's conduct is unacceptable when the registering activity has knowledge that the employee's current or past conduct has directly and negatively impacted his/her qualifications, eligibility or suitability for registration (i.e. determine that a nexus exists between the misconduct and registration eligibility).

(2) In cases of recent misconduct the employee will not be registered until acceptable conduct has been demonstrated for a reasonable period of time (based on the nature of the offense), or the employee's successful adjudication, or a favorable determination of finding in a directly related complaint has been made.

NOTE: Component, Regional and Zone Coordinators are available for assisting in questionable cases. Activities are encouraged to establish procedures for ensuring that an employee's performance and conduct are acceptable prior to registration. It may also be prudent in some cases to obtain information from investigative bodies, e.g. criminal investigative division, security police or the inspector general's office. Regardless of the procedure, decisions on performance or conduct ineligibility should be made with full information and with good judgment. Violations of these policies by a registering activity may necessitate corrective action, including, but not limited to, liability for all PCS costs to return the registrant to the former duty station and other related expenses.

c. Employees who have applied for disability retirement, until such retirement has been disapproved.

d. Employees who are eligible for and elect optional retirement. NOTE: Registrants who, after registration, elect any form of optional retirement; apply for disability retirement; or against whom an adverse action or official notice of less than

(Chap 3, Para A4d cont'd)

satisfactory performance is initiated, will be removed from the Program by the registering Civilian Personnel Office upon the initiation of such action.

e. Reemployed annuitants serving at the will of the appointing officer.

f. Nonappropriated fund employees.

g. Employees serving under time limited appointments, or overseas limited appointments either of indefinite duration or limited term. (Note: An otherwise eligible registrant who accepts a position of a time limited nature and who has not moved his or her household in connection with the time limited position retains Priority Placement Program eligibility).

h. Employees who accept part-time or temporary Federal employment outside the labor market area of the releasing activity and who elect to have the movement of household goods at the expense of the Federal Government.

* i. Excepted appointees who do not have personal career/career-conditional status unless currently occupying an excepted service position and registering for other excepted service positions.

* j. Employees who are eligible for registration for Attorney GS-905 positions only.

k. Employees who are temporarily physically incapacitated. Such employees must have their registration deferred until such time as they are available to perform duties at the full performance level, provided their period of eligibility has not expired.

l. Employees who are eligible for and take Discontinued Service Retirement, as a result of a Notice of Job Abolishment, lose their entitlement for registration. NOTE: Paragraph A2d above allows registration if the Discontinued Service Retirement is due to RIF or declination of transfer of function. The employee must be counseled as to the difference between paragraphs A2d and A4l.

5. Period of Registration (For Overseas Employees see Chapter 6 and for Retained Grade employees see Appendix B)

a. Employees scheduled for separation/furlough will remain in the PPP until they are placed, decline a valid offer, are otherwise deleted, or for 12 months after date of separation/furlough, whichever occurs first. They must be scheduled for separation because of:

(1) RIF.

Chpt 3, Para A5a(2))

(2) Declination of transfer of function outside the commuting area.

(3) Involuntary furlough for 6 months or more.

(4) Declination of offer of RIF reassignment or demotion in the same competitive area, but outside the commuting area, provided they are not on a mobility agreement.

(5) Declination of an offer of demotion resulting from RIF or declination of functional transfer. If separated as a result of the declination, they may continue in the Program with the same priority for 12 months after separation, unless deleted for other reasons.

b. Employees scheduled for demotion under RIF will remain in the Program until they are placed, decline a valid offer, are otherwise deleted, or until the effective date of the position change, whichever occurs first.

c. Displaced employees involuntarily registered will remain in the Program until their separation date, unless they are placed, decline a valid offer, or are otherwise deleted.

d. Any PPP registrant who accepts a permanent continuing position in the Federal service or who accepts a non-permanent position, when the losing or registering DoD activity pays PCS costs, will be deleted from the DoD PPP.

6. Referral Priorities

a. Employees will be registered and referred for placement with a numeric priority. A designated priority is assigned according to registration eligibility (see Para A2 above). Priorities will be assigned as follows:

(1) Priority 1 -

(a) Employees scheduled for separation by RIF without an offer of continued employment.

(b) Employees involuntarily furloughed for 6 months or more.

(2) Priority 2 -

(a) Employees scheduled for demotion by RIF of two (2) GS grades, or the equivalent, or more.

(Chap 3, Para A6a(2)(b))

(b) Nondisplaced overseas employees completing one or more overseas tours and the position to which he/she has return rights is abolished and his/her return would initiate a RIF resulting in a separation or demotion at the stateside activity where return rights exist. (An A will be entered in element (48) on DD Form 1817 if the stateside position has been abolished).

(c) Nondisplaced overseas employees completing one or more overseas tours or who are within six months of meeting their five year limitation with return rights to a lower grade or who have no return rights. (Priority two (2) for component only, employee will be referred as a priority three (3) to other components).

(d) Employees who decline offers of functional transfer involving relocation outside the commuting area.

(e) Employees who decline offers of RIF reassignment or demotion outside the commuting area but within a competitive area, and who are not on a mobility agreement.

(f) Air Force Status Quos (Appendix F) after all other priority 2s.

(g) Army Military Technicians (Appendix J) after all other priority 2s.

(h) Employees demoted by reclassification of two or more GS grades or the equivalent. (Applies to Retained Grade Program only).

(i) Demoted employees whose computed annual salary is less than the fourth step of GS-1.

(j) National Guard Technicians (Army and Air Force involuntary separatees). (Appendix K)

(3) Priority 3 -

(a) Employees scheduled for demotion by RIF of less than two GS grades or the equivalent.

(b) Employees who decline an offer under RIF of less than two (2) GS grades or the equivalent and are to be separated. Such employees will have their priority converted by the computer and referred as a priority two (2) to all activities during the specific notice period.

(c) Eligible nondisplaced overseas family member employees.

(Chap 3, Para A6a(3)(d))

(d) National Guard Technicians (Disability Placement Program). (Appendix G)

(e) Panama Canal Commission employees completing the three year limitation. (Appendix E)

(f) Eligible Army Family Members. (Appendix A)

(g) Employees demoted by reclassification of less than two (2) GS grades or the equivalent. (Applies to Retained Grade Program only).

(h) Eligible Military Spouses. (Appendix I)

b. Employees who elect separation in lieu of RIF demotion by resigning under notice and who desire registration under the PPP will be registered for the priority to which they are entitled (had they accepted the demotion) both during the notice period and following separation.

7. Determining Priorities Involving Grade Demotions

a. Displaced employees affected by a simultaneous transfer of function and RIF demotion who decline the lower grade position will be assigned the highest priority to which entitled. They will be permitted to register only for activities closer than the place of functional transfer. Zone Coordinators may make exceptions to expand the area of referral on an individual basis.

b. For purposes of determining the number of grades demoted between General Schedule (GS) and Federal Wage System (FWS) positions or between FWS positions, the General Schedule will be used. A comparison will be made between the present FWS grade representative rate (normally 2nd step for FWS) and the fourth steps of the GS salaries. The GS grades with the nearest fourth step salary will be used to determine the number of grades to be demoted. Example: A WG-11 is being demoted to WG-7. If the second step of the WG-11 is \$26,922.30 and the WG-7 is \$23,374.40, the \$26,922.30 comes nearest to the fourth step of a GS-9, which is \$27,177.00. The \$23,374.40 comes nearest the fourth step of a GS-7, which is \$22,214.00, which constitutes a two grade demotion for Priority 2 registration.

c. The priority and lowest grade to which registration will be permitted for persons occupying GS positions, who are offered a part-time position in lieu of separation by RIF, or after declination of transfer of function, will be determined by comparing the representative rate (Step 4) of the full-time permanent position with the representative rate of the grade nearest the computed annual salary of the part-time position. For example, if a full-time permanent GS-5 representative rate is \$17,937 and the offer is to a 36 hour part-time GS-5 position with a computed annual salary of \$16,080,

(Chap 3, Para A7c cont'd)

the nearest representative rate would be GS-4. Hence, a one grade demotion has taken place allowing a Priority 3 designation and registration eligibility at the GS-5 level.

(1) When the change is to a different pay system, or when both the full-time and part-time positions are in the Federal Wage System, the priority and lowest grade to which registration will be permitted will be determined by combining this rule with that set forth in paragraph b above. For example, if the full-time permanent position is GS-7, with a representative rate of \$22,214, and the offer is to a 36 hour per week WG-5 position, the computed annual salary based on the WG representative rate, Step 2, \$10.34 per hour, or \$19,356.48 would be GS-6. Hence, a one grade demotion has taken place allowing a Priority 3 designation, and registration eligibility at grades GS-6 and 7. Additionally, since the computed annual salary in this case is nearest the representative rate of WG-2, registration could also be effected at the WG-3 through 5.

(2) The annual salary of the part-time position is computed by multiplying the number of hours worked per week by 52, and then multiplying that result by the hourly pay of the representative rate of the position grade.

Example:

Step 1 - Hours worked per week	=	36
Weeks in year	=	x 52
		<hr/> 72
		180
Annual hours worked	=	<hr/> 1,872
Step 2 - Annual hours worked	=	1,872
Hourly pay, representative rate of part-time position	x	<u>\$10.34</u>
Computed Annual Salary		\$19,356.48

d. Whenever there is a salary rate change for any pay plan, you must review all affected current registrations for possible priority change.

e. Full-time employees who decline a part-time position offered through RIF procedures, or after declination of transfer of function, will have entitlements in the Priority Placement Program. If the employee is separated after declining the part-time position, registration eligibility would be the same as though the part-time position had never been offered.

(Chap 3, Para B)

B. REGISTERING ACTIVITY PROCEDURES

1. Displaced employees will be accorded maximum placement opportunity.

2. An eligible employee is entitled to be registered upon receipt of a specific advance notice. Registration may take place prior to receipt of a specific advance notice, at the discretion of the activity head or designee, when such action is consistent with mission requirements. For early registrants, all of the following conditions must be met.

a. The employee will be adversely affected by RIF or declination of functional transfer.

b. The authorized priority can be determined (in the case of transfer of function, the employee must have declared in writing an intent to decline the transfer).

c. The timing does not conflict with any established or approved registration dates by a higher headquarters within the component, e.g., those contained in the approved reduction or realignment plan.

d. Registration is extended to all activity employees similarly affected.

3. PPP registration is mandatory during the notice period and for one year from separation for employees who have entitlement to severance pay. These actions usually stem from either failure to accept relocation out of the commuting area associated with a transfer of function or a RIF separation. Area of referral will include the registering activity and any other activities within the commuting area with positions that match the employee's qualifications. Registration will be for the full range of skills for which the employee is qualified (up to five), and will normally include the current skill. Such registrants are required to register down to and including two grade or pay levels below their current grade or level (e.g. a GS-9 registrant will be mandatorily registered for GS-9 through GS-7 positions). In accordance with the Office of Personnel Management regulations, (Federal Register/Vol. 55, No. 38) severance pay is denied if a person while still employed refuses a "reasonable" job offer which is defined as a job within the employee's commuting area, at the same tenure and work schedule and at no lower than two grade or pay levels below the employee's current grade or level. Only those employees serving in supervisory or managerial GM positions will be mandatorily registered for supervisory/managerial level positions respectively.

(Chap 3, Para B3a)

a. If it is determined that an activity does not employ the registrant's skills, involuntary registration should not include that activity. An employee will not be involuntarily registered if there are no activities within the employee's commuting area that utilize the employee's skills.

b. The separation date for involuntary registrations is the date the employee is to be separated from the activity rolls. The release date will be 12 months following the date the registrant is to be separated from activity rolls.

4. The civilian personnel office of the registering activity will determine which activities are considered to be within the employee's commuting area. Each determination will be made on an individual basis, based upon residence, availability and cost of public transportation, convenience and adequacy of highways, and travel time required to go to and from work.

5. If problems are encountered in determining commuting area for an employee being involuntarily registered, assistance can be obtained from Regional or Zone Coordinators.

6. Registration outside of the employee's commuting area is voluntary on the part of the employee. All employees should be counseled that all skills and grade levels will be referred to all activities for which registered, including activities which utilize the skills which are determined to be in the employee's commuting area. Civilian personnel offices may wish to include a statement in specific notice letters to advise employees of this requirement.

7. When a PPP registrant scheduled for separation declines an offer outside the commuting area during the specific notice period, the registration will be changed to delete activities located outside the commuting area. If a registrant is registered for a grade lower than current and subsequently declines a lower grade offer, the registration will retain only the registrant's current grade for all skills registered. If such a registrant declines an offer at current grade outside the commuting area, the registration will be changed to retain the current and lower grades and commuting area activities only. These changes will be accomplished through file maintenance process. Commuting area of referral is required under paragraph B3 above.

8. Employees who are to be demoted as the result of RIF or acceptance of a functional transfer may be registered in the PPP for consideration at other DoD activities in accordance with the priorities designated in paragraphs A6 and A7 above. The employee may be registered for the equivalent of three GS grade levels below current grade down to and including that grade which is immediately

(Chap 3, Para B8 cont'd)

above the grade to which being assigned. Example: An employee who is scheduled for reduction from a GS-11 to GS-7 could be registered for Grades GS-8 through GS-11. If no offer is forthcoming within the employee's notice period, the employee is to be removed from the PPP at the time the assignment is effected to the GS-7 position. If the registrant declines to accept the demotion and is separated, he/she retains the same priority, as described in paragraph A6 and A7 above, but will be entitled to remain in the Program for one year following the date of separation, unless placed or otherwise deleted.

9. Eligible employees will be counseled on the PPP, their obligations under the Program, and provided with information on DoD activities within the area established by the civilian personnel office for initial registration.

a. Employees displaced by RIF within the United States and Puerto Rico will normally be registered for referral to a minimum number of activities, within the zone, nearest the individual's duty station, likely to provide an acceptable job opportunity. Registration for activities in an adjoining zone that are of equal distance from the employees duty station to the farthestmost activity selected in the zone may be included in the initial area of referral. Under these circumstances, neither initial registration outside the zone nor subsequent expansion of the area of referral will require zone coordinator approval. However, when the registrant's area of referral extends beyond 250 miles from the registrant's duty station and into a different zone then zone coordinator approval is required. Within the area of referral the individual must normally be willing to register for all DoD activities which utilize his/her skills. This is done by reviewing the skills index in DoD 1400.20-2-M to determine which activities have equivalent skills and registering the individual for these intervening activities. The intent of this provision is to avoid skipping over activities or states and registering for more distant activities. In identifying the area of referral, good judgment must be applied in satisfying the employees' ability to relocate and identifying activities likely to provide the maximum opportunities for job placement. *

b. The PCS costs to locations within this area of referral will be paid in accordance with the Joint Travel Regulations, Volume II when the registrant locates another DoD or other Federal position on his/her own initiative.

c. Registration of eligible employees within the United States and Puerto Rico who decline functional transfer/RIF reassignment outside the commuting area at their current grade, will be limited to registration for referral to activities less distant from the releasing activity than the activity to which the functional

(Chap 3, Para B9c cont'd)

transfer/RIF reassignment was offered. If there is adequate lead time, it may be desirable to limit registration of transfer of function/RIF reassignment declines to activities within the local commuting area if placement possibilities exist. Such registration should be for a short period of time (30 days) before expanding the area of referral to areas involving PCS moves.

d. The registering activity will be included in the area of referral for every displaced employee located in the commuting area of the servicing activity.

e. When an employee has a duty station in a different zone than the registering activity, the employee may be registered for referral as stated in paragraph B9a above.

10. The PPP provides the capability to effect registration of eligible employees at individual DoD activities, or all DoD activities within any broad area - state(s), region(s), or zone(s). There must be a civilian personnel office determination that such registration is necessary, and there must be reasonable assurance that the employee will, in fact, accept an offer at any DoD activity within the broad area.

11. Employees may be registered for up to five skills, but normally not more than three occupational series for which they fully meet the appropriate qualification standards and for the highest grade level which does not exceed their current permanent grade, or their retained grade, if appropriate.

12. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. This will normally go beyond X-118 qualification standards. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator. Minimum qualification standards used for RIF assignment are not to be used for qualification determinations in the PPP. As a general rule, a significant factor in the selection of skills for registering is recency of experience. This factor will be considered carefully in the skill registration process. In order to be "sufficiently well qualified," as reflected above, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Extensive training should not be required. Under no circumstance will a person be registered in the Program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements.

(Chap 3, Para B13)

13. An expeditious method of providing placement consideration for a voluntary registrant is to initially register that employee for the current position and grade, then later, add skills by file maintenance.

14. Registration in the Program can be effected for GS, WG and WL, (Grade 15 and below), WS (Grade 19 and below), and special Wage Grade pay systems, e.g., WD, WJ, WK, etc., with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and when registered for GS jobs, the statement "Available for GM Position" must be included in Element 42 or 43 on DD Form 1817 when the registrant is available for such positions.

15. Employees may not be registered at grade levels to which temporarily promoted.

16. Excepted employees eligible for registration (see Para A2 above) may be registered only for those positions no higher than the highest grade for which they may be reinstated in competitive service and not to exceed current grade. Excepted employees without personal competitive status see A3.

17. Employees scheduled for separation who are available for temporary positions of one year or less duration in their commuting area will be identified by entering "T" in Element (33), Displaced Employee Program, on the DD Form 1817, PPP registration.

18. Employees may not be registered for more than three acceptable GS grades, or the equivalent, below the level of the position held at the time of registration. The number of grade levels between GS and FWS positions or between special pay category Wage Grade positions and other FWS positions will be determined by formula in paragraph A7b above. General Schedule employees may be registered for those acceptable Wage Grade positions and grade levels for which fully qualified and the gaining activity will make the determination whether an offer constitutes a promotion based on their local wage schedule. Wage Grade employees should be registered only for GS positions and grade levels which have the same or lower representative rate and for which the employee's pay can be fixed at a rate which is the same as or lower than the rate paid in the WG position held at time of registration. Promotions will not be affected through the PPP, except in the unusual circumstances when pay setting policies require that the nature of action be called "promotion".

19. Employees available for GS supervisory positions will be identified by entering "Available for Supervisory Position" in the Special Qualifications spaces on the DD Form 1817, PPP Registration. This special statement is not required for WG supervisory positions since pay group WS (Wage Supervisor) identifies registrants qualified

(Chap 3, Para B19 cont'd)

for Wage Grade supervisory positions. Employees with entitlement to severance pay upon separation, serving in supervisory positions at the beginning of the specific notice period, will be registered mandatorily for supervisory level positions.

20. Individuals being registered for GM or GS positions are to be registered under the following guidelines.

a. At the time of PPP registration, the statement "Available for GM" will be coded in the Special Qualifications spaces on DD Form 1817 when the employee is indeed available for GM positions.

b. Employees scheduled for RIF separation who have entitlement to severance pay must be registered in the PPP for one year from separation and for their current pay group and grade level. Involuntary registrants are required to register down to and including two grade levels below their current grade or level. Referral will be made to all activities in their commuting area that use their skills.

c. GM & GS employees who are supervisors at the time of RIF separation notice must be registered with the "Available for Supervisor" statement. The use of the statement "Available for GM" for GM employees is likewise required for mandatory registration during the specific notice period. The use of either of these statements after the separation date is optional with the employee.

d. GM employees will be identified under the GS pay group designator. Use of GS only for skills identification will allow for entry of up to five skills without duplication.

EXAMPLE: An eligible employee fully qualified for GM-343-14 and GS-343-14 will be registered as GS-343-14. Under this procedure, only one of the five available skills entry lines is used allowing for entry of up to four more series, grade, and option designators for each registrant.

21. Registration for Special skill identifiers. There are three broad skill identifier codes which may be used to effect maximum referral possibilities for employees qualified for and willing to accept any one of a wide range of positions and grades. Employees should be made aware of the broad category of positions covered. These identifiers are not to be used in lieu of registration for specific series, but may be used to afford maximum referral possibilities.

a. General and Administrative Support GS-300, Grades 1 through 4. Registration procedures for employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades GS-1, 2, 3, or 4, are as follows: 1) GS-300 without an option code will be used for employees who are available for all series covered by the standard

(Chap 3, Para B21a cont'd)

that do not require specific proficiency (i.e. typing, steno, etc). 2) GS-300 with an appropriate option code (i.e. typing-TYA, Stenography-STC, or Data Transcriber-DAT) will be used for employees who are available for all covered series with the same proficiency requirements or option codes (i.e. GS-300 TYA should be used for employees available for any occupational series covered by the standard which requires typing proficiency). Employees registered for GS-300 TYA will also be referred for GS-300 without options. 3) Employees who do not desire consideration for all series, but who want consideration for one or more specific covered series, must be registered for each individual series on separate skill lines (include option code as applicable).

b. General Wage Grade - WG-00000, Grades 1 through 4. Employees qualified and available for placement in any non-supervisory positions WG - 4 and below, excluding those requiring motor vehicle or sewing machine operation, may be registered for the WG-00000 series.

c. General Trades Helper - WG-01111, Grade 5. Those employees qualified as trades or crafts helper at the WG-5 level and who are available for any Trades Helper position, may be registered for the WG-01111 series in addition to specific occupational series. Registration in the WG-01111 series is limited to grade 5 only.

22. Employees (except those displaced employees who decline part-time positions under provisions of paragraph A2b above) will not be registered for any grade at or below that to which RIF or reemployment rights assignment is available.

23. Employees will not be registered for Attorney, GS-905 positions because of the special procedures required for appointing employees to these Excepted positions.

24. Employees who have completed training or development, or who are otherwise fully trained, will not be registered for referral into trainee level vacancies. For example, a journeyman will not be registered for referral back into apprenticeship positions, or a graduate of an Intern Program will not be registered for referral back into the trainee position. Employees may be registered at the same or lower grade level in other skills for which they fully qualify for continued training, and must be identified with option code TRA. Advanced trainees may be registered for permanent level positions at their current grade level or below for which they are fully qualified as a separate skill line entry without the TRA option.

25. All data required for registration in the PPP must be coded on DD Form 1817. The form is to be signed by the registrant and the registering civilian personnel official and promptly forwarded to DDSC for computer processing. When an employee is at a location remote

(Chap 3, Para B25 cont'd)

from the registering activity causing a delay in obtaining a signature for registration, the employee's signature may be omitted, and a note to this effect entered on the registration.

26. Each registering activity will establish a 30-60 day time-phased plan for review of each registration, depending upon the potential period of registration. When a registrant fails to receive an offer within the period of time set, and it appears unlikely an offer will be received, the registrant will be counseled on the various possibilities of increasing placement opportunities.

a. Employees registered prior to receipt of a specific RIF separation notice must, upon receipt of such notice, have file maintenance submitted to involuntarily add the appropriate skills and activities considered to be within their commuting area, unless already contained in the Program resume.

b. Skills, lowest acceptable grade levels and areas of referral may be revised by the registering civilian personnel office, with the registrant's concurrence, to improve placement opportunities. For expansion of area of referral beyond coverage of Chapter 3, paragraph B9, Zone or Component Coordinator approval, as appropriate, must be obtained. When such authority is obtained, DD Form 1817, Registration, and DD Form 1819, File Maintenance, are to be annotated to advise DDSC that the expanded area of referral has been authorized by the Coordinator. Changes in areas of referral will be confined to the minimum areas necessary to assure placement.

c. Civilian Personnel Officials will obtain initials of employees on file maintenance forms when employees are available, otherwise they should assure the employees are aware of changes made.

27. The releasing activity will assure that the registrant meets all reasonable and realistic selective factors as well as knowledges, skills and abilities required for any position under consideration and, if fully qualified, immediately communicate the offer to the registrant. The registrant must advise the registering activity Civilian Personnel Office of the acceptance or declination not later than the day following receipt of the offer. The releasing activity must seek clarification of any tentative job offer received for which selective or special requirements are not clear or are inadequate for a good qualification determination.

28. The registering activity civilian personnel office will determine the validity of offers and report all declinations of a valid offer to DDSC. A valid offer is defined as an offer from a DoD activity for which the employee is registered, of a continuing position and grade level, which parallels or exceeds the working hours of the position of the registrant. If the registering activity

(Chap 3, Para B28 cont'd)

determines that the position offered does not constitute a valid offer, no declination will be reported to DDSC and, consequently, the registrant will remain in the Program. Requisitioning activity should use Report Action 26, not code 15. The following are some examples of valid and invalid offers:

a. An offer, which in the opinion of the registering activity constitutes an unreasonable difference in working conditions, such as, excessive travel, hazardous work, exceptional physical requirements, or emergency essential positions are instances in which the registering activity may determine that an offer is not valid. *

b. An offer at a location remote from the gaining activity will not be considered a valid offer when the registrant's area of referral was not intended to include the remote site.

c. An offer of a position identified as having return obligation is not a valid offer.

d. An offer of a position at an activity identified as a candidate for closure, major curtailment or relocation will be determined as valid or invalid, under guidance of paragraph J13b, page 2-13.

e. An offer of a position in a function under study for possible contracting out will be made to the registrant. The registrant will be fully informed of the possible contracting out. The offer will be considered valid and the necessary report action will be submitted to DDSC. The offer will be considered not valid if declined when a PCS movement is required.

f. The offer of a position requiring mandatory purchase of hand tools requiring a substantial monetary investment by the registrant will not constitute a valid offer if such a purchase represents a requirement over and above that in the registrant's current position.

g. An offer of a temporary position of one year or less duration is not considered a valid offer and neither acceptance nor declination of the offer will delete the individual from the PPP. However, an employee will receive only one offer of temporary employment. If he/she declines, the "T" must be removed from element 33 by File Maintenance. *

h. An offer of a temporary or term position expected to last longer than one year is not considered a valid offer if declined by the registrant. If after being advised of its duration, the registrant accepts the offer, he/she will be deleted from the PPP as a valid placement.

(Chap 3, Para B28i)

i. An offer of a position with a single option code to an individual registered for a position in the same series with dual option codes, one of which matches the vacancy, will be considered a valid offer if declined by the registrant.

j. An offer of a position requiring execution of a mobility agreement will not be considered a valid offer if the employee is not currently serving under a mobility agreement and the declination is based on the employee's refusal to sign a mobility agreement.

k. An offer of an excepted position to a registrant who currently holds or last held an excepted appointment, will be considered a valid offer and declination will result in the employee being deleted from the Program. However, the employee who did not hold an excepted appointment at the time of registration will be advised of the excepted nature of the vacancy and if the offer is declined, it will not be considered a valid offer or reported to DDSC as such.

l. An offer of continuing employment from a non-DoD Federal agency which meets the same conditions as those for which the employee is registering (including payment of travel and transportation expenses), except for the activity being non-DoD, is regarded as a valid offer.

m. An offer of a supervisory level position will be considered a valid offer if the registrant is qualified and available for such a position, or if the offered position is a match for an employee registered on a mandatory basis as a supervisor during the specific notice period.

n. An offer of a full-time continuing position to a permanent part-time, seasonal, intermittent or on call employee is considered a valid offer and declination of the offer will serve to delete the individual from the Program unless the person has restricted availability to the same type of part-time, seasonal, intermittent, or on-call appointment held at the time registration eligibility was established. Such registration is limited to the commuting area.

o. An offer of a specific GS-200 Civilian Personnel Specialist position or GS-800 Professional Engineer position for which a registrant is referred because of availability for a GS-201 or 801 position with the matching option (as listed in Appendix D), is a valid offer.

p. An offer of a GS-1, 2, 3, or 4 position, which is classified in any series covered by X-118 Clerical and Administrative Support Standard, to an individual registered for the GS-300 series is a valid offer when the grade level and option codes, if any, of the position match those of the registrant.

(Chap 3, Para B28q)

q. An offer of any position, which has been identified as a testing designation position for random drug testing by the Head of a Component under the provisions of DoD Directive 1010.9, 23 August 1988, is a valid offer for PPP purposes and unless other factors dictate differently, the declination of such a position will serve to delete the registrant from the PPP.

29. An otherwise eligible employee may voluntarily accept temporary Federal employment which does not require movement of household, pending a permanent placement, and still continue registration in the Program.

30. Registrants who accept or decline a part-time, intermittent, seasonal or on call continuing position of which the number of hours of work are essentially the same as that of the position held at the time of registration eligibility will be deleted from the program. Registrants occupying full-time permanent positions when registered may decline offers of part-time, intermittent, seasonal or on call positions and remain in the Program. However, registrants occupying full-time permanent positions when registered and who accept offers of part-time, intermittent, seasonal, or on call positions will be deleted from the Program. These offers will only be made to registrants in the commuting area.

31. An offer of a position will not be made if such placement would constitute a promotion as defined in FPM Chapter 335.

32. The releasing activity will immediately notify DDSC of all placements, declinations or changes in employee's status (death, retirement, resignation, change in release date, etc.). Changes which make the registrant unavailable for placement will serve to remove the registrant from the Program.

33. All registrants will be counseled at the time of separation, of the requirement to keep the civilian personnel office advised of current address and telephone number where they can be reached to receive offers and to advise the civilian personnel office if, for any reason, they are not available for employment. Employees who fail to keep the registering civilian personnel office informed of their whereabouts will be removed from the Program. The registering activity will be responsible for maintaining employee registrations on a current basis by promptly submitting appropriate file maintenance to DDSC.

34. The registering activity will normally release employees within two weeks after positions are accepted, or in no case, later than 30 days, without mutual agreement between the releasing and gaining activities. The normal period for an employee to report from an overseas activity to CONUS is 45 days, maximum.

CHAPTER 4

PRIORITY PLACEMENT PROGRAM
GAINING ACTIVITY POLICIES AND PROCEDURESA. COVERAGE

1. Upon receipt of notification (Stopper List) that registrants are available for placement consideration at the activity which has matching vacancies in the competitive or excepted service, the policies and procedures outlined herein apply. ("Activity" includes all organizations serviced by one civilian personnel office.)

a. Priorities 1 and 2. When skills are reflected on the Stopper List marked with an asterisk (*) indicating Priority 1 or 2 all promotions, demotions, reassignments, appointments (including reinstatements), and transfers are prohibited. A requisition must be submitted to DDSC and offers made to registrants in priority order.

b. Priority 3. (Guidance on Military Spouse Preference Program (S) is contained in Appendix I.) When skills reflected on the Stopper List are not marked with an asterisk, this indicates the availability of Priority 3 registrants and all appointments (including reinstatements) and transfers are prohibited. The availability of Priority 3 registrants will not preclude the filling of positions by promotion, demotion, or reassignment, provided a person currently employed within the component is selected. (For this purpose there are four components: Army, Navy, Air Force, and the Defense Agencies.) When the position is to be filled by appointment or transfer, a requisition must first be submitted to DDSC and offers made to registrants in priority order. When job opportunity announcements indicate that candidates from outside the component will be considered, or if announcements are not used but the activity policy is to consider all candidates regardless of the source, a requisition should be submitted to DDSC for Priority 3 registrants as soon as it is apparent that noncomponent candidates will be referred to the selecting official.

2. The Stopper List will also be matched against continuing positions occupied by reemployed annuitants (except trial retirement annuitants) and persons assigned under temporary internal placement action. Such persons are to be displaced by Priority 1 or 2 registrants. Nondisplaced registrants will not displace reemployed annuitants serving on appointments without time limitations. Disabled veterans with 30 percent or higher disability ratings serving under noncompetitive temporary appointments and employees serving under handicapped appointments which may lead to conversion to career/career-conditional status, TAPER and term appointees, and term promotees are not included in the definition of temporary placement actions and are not subject to displacement by Priority 1, 2 or 3 registrants. The Stopper List is not applied in the conversion of Veterans Readjustment Appointments (VRAs), disabled veterans and

(Chap 4, Para A2, cont'd)

handicap appointees to career/career conditional status. The Stopper List is only cleared at the time they enter into the position. If Re-employment Priority List (RPL) registrants are available, a temporarily assigned person in a continuing position will be displaced by a Priority 1 or 2 registrant only when this can be done without contravening the rules of the RPL. (See Chapter 5, Paragraph B)

a. No annuitant may be re-employed in a continuing position (even though it may be the same one from which retired and no break in service is involved) if a qualified Priority 1 or 2 registrant is available.

b. Persons serving under temporary, time limited appointments in continuing positions will be displaced by Priority 1, 2, or 3 registrants, except as indicated in paragraph 2 above.

3. Positions which have administrative or statutory obligations, such as those to which overseas employees have return rights, will be matched against the Stopper List. However, when the civilian personnel office has been officially notified that the person to whom a position is obligated is returning, such as when the overseas tour is nearing completion, that position will not be matched against the Stopper List. If a match occurs and the position being offered is obligated, the PPP registrant will be fully advised of the circumstances, including the anticipated return date of the former incumbent. Offers of positions to which employees have return rights may be declined by registrants without affecting their PPP registration eligibility.

4. Part-time, Intermittent, Seasonal, or On-call continuing positions which are vacant or temporarily incumbered will be matched against the Stopper List. A requisition will be submitted when a match occurs and offers made in priority order to those registrants whose residence is within the commuting area of the position. However, employees of the Panama Canal Commission registered under Activity Code 075A will be offered Seasonal positions. Panama Canal Commission employees placed in Seasonal positions under this provision will have all PCS costs paid by the registering activity. DOD activities will not pay the Temporary Quarters and Miscellaneous expenses for such employees. Any resumes of registrants outside the commuting area of the position (except those of Panama Canal Commission employees referred for Seasonal jobs) will be returned to DDSC with a Report Action Code 26, and an explanation of the nature of the job. Registrants may decline offers of Part-time, Intermittent, Seasonal, or On-call positions without affecting registration eligibility, unless the hours of employment of the registrants at the time of registration eligibility were essentially the same as or less than those of the position being offered. For example, a part-time employee/registant working 20 hours per week offered a part-time job

(Chap 4, Para A4 cont'd)

working 20 or more hours per week must accept or be deleted from the PPP. Registrants restricting their availability to Part-time, Intermittent, Seasonal, or On-call jobs within the commuting area must accept offers with essentially the same work schedule as the position held at the time of registration or be deleted from the PPP.

5. Vacant temporary positions, except as noted in paragraph A6 below, will be matched against the Stopper List and, when a match occurs, a requisition will be submitted to DDSC. In cases where there is reasonable expectation that a temporary position will last more than one year, it will be considered the same as a continuing position for purposes of the DOD Priority Placement Program. For those temporary positions of one year or less duration, a vacancy requisition is only required when a "T" appears with the matching skill on the Stopper List indicating a registrant(s) is available for such a position(s). Offers of temporary positions lasting one year or less will be made to registrants only when the following conditions are met:

a. The temporary position is to be filled from outside the activity.

b. The registrant's residence is within the commuting area of the vacant position.

c. The registrant is either a current employee of the activity with the vacancy or has been separated with a break in service of more than three (3) days.

The intent of these provisions on temporary jobs is to offer registrants an additional period of employment prior to hiring from other sources. It is not the intent to make gaining activities liable for payment of lump sum leave and severance pay, which should properly be paid by the releasing activity, therefore, the requirement for a break in service of more than three days.

Additionally, employees should be informed of a possible loss of retained grade and pay entitlement when they accept a temporary position as a direct result of RIF or follow-on placement action. Entitlement to grade and pay retention depends upon the nature of the appointment held by the employee immediately before the action taken. Consequently, employees downgraded after receiving a temporary appointment at the former grade are not entitled to grade and pay retention. However, an employee who is immediately downgraded (by means of a permanent appointment or a temporary appointment) would continue to be entitled to grade and pay retention (based on the initial action, not the subsequent action) even if he or she is subsequently downgraded, temporarily promoted, or permanently promoted *

(Chap 4, Para A5 cont'd)

to an intervening grade. To further explain and assist you in determining appropriate counseling with effected employees, a Retained Grade and Pay/Temporary Employment Decision Table is shown on pages 4-19 through 4-21 of this chapter.

6. Temporary positions that have been established to support special hiring programs, such as the Federal Summer Intern Program, the Federal Summer Employment Program, or the Stay-In-School Program, are excluded from the requirement to match the Stopper List.

7. Positions in functions under study for possible contracting out are considered to be continuing and will be matched against the Stopper List, unless an actual bid solicitation date has been established and announced. The mere inclusion of a bid solicitation date in a long-range planning document does not constitute an "established and announced" date.

8. When OPM issues new classification standards which result in positions being changed from one occupational series to another, activities may match either series and option code(s), if appropriate, and requisition accordingly. The computer will search automatically for skills reflecting the other series.

9. Offers will be made to registrants for positions in the Excepted Service, provided any special requirements have been met. Registrants must be advised that the position is in the Excepted Service and a declination will not delete the registrant unless the current or last job held by the registrant is in the Excepted Service.

10. Vacant positions and those occupied on a temporary basis, as described in paragraph 2 above, including those at overseas locations (except as provided for in Chapter 6, paragraph E) will be matched against each Stopper List received during the recruiting cycle until an in-service referral list is issued or until committed. When an in-service referral list is issued to a selecting official while the Stopper List is clear, subsequent Stopper Lists need not be applied against the position, provided a selection is made from among those eligibles who were within reach and initially referred to the selecting official. A selection must be made from the referral list during its authorized life (open continuous not included) as established by local merit promotion plan, labor-management agreement or component policy. If, at any time, referral eligibles other than those within reach initially are required or desired, the Stopper List restrictions and procedures are again applicable to the position.

11. When a position is to be filled at one of several grades, the Stopper List will be cleared at the target grade. For example, if a GS-12 position is to be filled at grade GS-9, GS-11, or GS-12, matching registrants at grade GS-12 must be requisitioned and considered in priority order. This provision precludes the filling of

(Chap 4, Para All cont'd)

positions at lower grades when PPP registrants are available at the target grade. However, if the position is to be downgraded with no intent to return it to the original grade, the Stopper List will be matched at the new permanent grade.

12. Activities having an interdisciplinary position, i.e., a position which may be filled by an applicant qualified for any one of several general schedule series, must match the DoD Priority Placement Program Stopper List for each qualifying job series at the grade of the vacancy. If Stopper List matches occur, all matching series must be requisitioned concurrently. Resumes referred for all series must be assembled in priority order and an offer made to the highest priority registrant (see Chapter 5, paragraphs A5 and 6) regardless of the series for which the registrant was referred.

13. Positions covered by a formal training program, as described in FPM Chapter 410, such as Apprentice or Management Intern, are to be matched against the Stopper List at the entry grades. A match occurs only when the series and grade are the same and the skill entry includes the "Trainee" (TRA) option code. Registrants already fully qualified in the field of the position are not to be offered formalized trainee positions.

14. Positions below grade GS-9 or WG-8 (and other comparable Federal Wage Systems positions, e.g., WL and WS with representative rates below GS-8) may be re-engineered to lower grades under a formally established and documented Upward Mobility Program, as described in FPM Chapter 713, without matching the Stopper List at the target grade, provided there has been advance identification. For example, the Upward Mobility Plan or Affirmative Action Plan specifies that the first ten WG-6907-5/6 vacancies occurring during the fiscal year will be reclassified to WG-6907-4 to provide opportunities for under-utilized employees, or the first two GS-525-6/7/8 Accounting Technician vacancies each quarter will be restructured to GS-4 trainee positions to provide opportunities for clerical employees serving in the GS-501, 530, 540, 544, or 545 series. Such re-engineered positions will be matched against the Stopper List at the entry grade(s) using the "TRA" option code. Keep in mind that if your Stopper shows a GS-300, TRA (series included in the X-118 Clerical and Administrative Support Standard) you must requisition for your specific series and the computer will automatically match the 300 TRA series. When formally documented plans do not identify in advance the kinds of positions to be re-engineered, the Stopper List must be matched first at the full performance level.

15. When an activity intends to fill a position at the full performance level with a non-DoD candidate, strong consideration will be given to downgrading the job when the Stopper List reflects registrants at lower grades. This will provide PPP registrants with additional placement possibilities into jobs with growth potential. However, selection of a PPP registrant under these circumstances must be in accordance with agency RIF or merit promotion plans.

(Chap 4, Para A16)

16. Prior to the appointment of persons under the VRA and Handicapped Program authorities, positions will be matched against the Stopper List at the full performance level and offers made to available registrants in priority order.

17. Selections of PPP registrants are to be treated as exceptions to the average grade and high grade control restrictions.

18. Activities in Alaska, Hawaii, and Puerto Rico will apply the Stopper List as follows:

a. Normal priority 1 and 2 restrictions will apply to all positions when the registrant(s) last resided in (prior to an overseas assignment), has return rights to, or is presently or was last employed in the specific state/commonwealth. Those who meet these conditions will be identified by a pound sign (#) on the Stopper List. Registrants from outside Alaska, Hawaii, or Puerto Rico not meeting these conditions will not preclude personnel fill actions, unless it is proposed to fill the position from outside the state/commonwealth.

b. Normal Priority 3 restrictions are applied when it is proposed to fill the position from outside the state/commonwealth, or when the registrant last resided in prior to overseas assignment, has return right to or was employed in the specific state or commonwealth at the time of registration.

19. The provisions of the PPP do not supersede requirements for filling positions restricted to veterans preference eligibles. When such positions are to be filled and only nonpreference eligibles are available in the PPP, the procedures of FPM 330, Subchapter 4, paragraph 4-3c, will be followed.

20. Activities with vacancies for which skills are not reflected on their Stopper List are encouraged to use PPP registrants as a primary source of recruitment. This should be accomplished by using the interrogation procedure outlined in Chapter 13 of this manual.

21. In accordance with Chapter 1, Paragraph C, each activity will maintain sufficient documentation to provide an audit trail of Stopper Lists matched and results thereof. DOD 1400.20-3-M contains sample formats to facilitate such documentation.

B. EXCEPTIONS

1. The following situations may be excepted from Priority 1 and 2 restrictions. These exceptions may be invoked by the Civilian Personnel Office without prior Coordinator approval. When invoked, a requisition is not to be submitted to DDSC. This includes vacancies at remote locations.

(Chap 4, Para Bla)

a. Promotions which are exceptions to competitive procedures under FPM 335, Chapter 1-5c and under DoD regulations follow; however, it is not the intent of the PPP to allow exceptions to the program when true vacancies exist.

(1) The two types of career promotions:

(a) A promotion without current competition when at an earlier stage an employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan); or

(b) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

(2) A career ladder promotion following noncompetitive conversion of a cooperative education student in accordance with the requirements of FPM chapter 308.

(3) A position change from a position having known promotion potential to a position having no higher potential.

(4) A temporary promotion of 120 days or less, unless the position is a true vacancy. If the position is a true vacancy, a temporary promotion can be effected only if the activity is simultaneously recruiting to fill the position on a continuing basis and the Stopper is cleared for the continuing position throughout the recruitment cycle. *

(5) Selection of a candidate from the Reemployment Priority List for a position at a higher grade than the one last held in the competitive service.

(6) Repromotion to a grade or position from which an employee was demoted without personal cause and not at his or her request.

(7) Consideration of a candidate not given proper consideration in a competitive promotion action.

b. Reassignment or change to lower grade, within an activity:

(1) of an employee who occupies a position scheduled to be abolished or functionally transferred out of the commuting area within one year,

(2) of an employee whose position is to be regraded downward to correct classification error or comply with new or revised classification standards,

(Chap 4, Para 81b(3))

(3) of an employee to an incumbered position redescribed as a result of position review,

(4) of an employee who has been found by appropriate medical authority to be medically disqualified for the current position but who is capable of performing the duties of the position to which being assigned,

(5) of VRA and handicapped employees and 30% disabled veterans serving as a result of special appointing authority reached in RIF to vacancies under the jurisdiction of the same CPO.

c. Reassignments within an activity:

(1) when the vacancy of the same series, option (if any), and grade created by the reassignment is made available to the PPP by submission of a requisition to DDSC.

(2) of part-time employees to full-time positions when the part-time position was acquired as a result of reduction-in-force from a full-time position.

d. Change to lower grade of Senior Executive Service employees removed during the probationary period or at any time for less than fully successful performance.

e. Placement of employees who fail to complete satisfactorily the supervisory or managerial probationary period required by FPM Chapter 315, Subchapter 9.

f. Placement at the same or lower grade of surplus employees under the jurisdiction of one CPO providing personnel servicing to one or more components when excess personnel exist in one and vacancies exist in the other.

g. When a CPO services employees of another component under a cross-servicing agreement that provides under the merit promotion plan for consideration of all employees within the serviced organizations an exception to Priority 3 registrants may be invoked by the CPO.

h. The placement of persons to satisfy enforceable assignment rights, such as statutory or administrative re-employment rights, or reinstatement from the RPL, may be effected by the CPO.

i. The CPO may effect the placement of CO-OP Students at the time they enter into the positions and when all required training and education are completed and they are available for conversion to career-conditional appointments.

(Chap 4, Para Blj)

j. The CPO may effect the change of an employee from part-time, intermittent, seasonal, or on call to a full-time schedule on the position of record.

k. The CPO may affect the conversion to Career-Conditional Appointment of Schedule B, PAC appointees within reach on the OPM register of eligibles or under any other OPM authorized procedure. The position in which the employee is converted must be of the type for which the person is being trained and located in an organization serviced by the CPO.

l. Grievance decisions through either negotiated or administrative procedures and appellate decisions which mandate placement of a complainant and which have the approval of the appropriate local authority will be accomplished as exceptions to the Stopper List.

m. The CPO may effect the promotion of an employee through competitive procedures when an incumbered position has been upgraded as a result of planned management action and the addition of another person to the organization in which the job is located would result in someone's being adversely affected by RIF.

n. Reassignments and changes to lower grade, within the component, made for formal development/training purposes, as provided by FPM Chapter 410, are excepted from the Stopper List. (This does not include entry level type positions as provided for in paragraph A13 above.) *

o. A detail of 120 days or less may be excepted from Priority 1 and 2 restrictions, unless the position is a true vacancy. If it is a true vacancy, a detail can be effected only if the activity is simultaneously recruiting to fill the position on a continuing basis and the Stopper is cleared for the continuing position throughout the recruitment cycle. *

p. A CPO may promote an employee whose position is upgraded without significant change in duties and responsibilities due to issuance of a new classification standard, or a position change permitted by reduction in force procedures, provided the same employee whose position is affected is placed in the new position. These actions must be consistent with FPM 335, 1-5b(1) and (2). *

q. A Nonappropriated Fund (NAF) employee who is converted to appropriated fund status in the same job (i.e., "same desk" and work unit) may be converted without regard to PPP restrictions. This PPP exception does not apply when an employee is moved from a NAF job to a different appropriated fund job. *

(Chap 4, Para B2)

- * 2. The Zone Coordinator or the Regional Coordinator, under delegated authority, may approve other promotions, reassignments, and changes that are in keeping with the spirit and intent of the PPP and which are not provided for elsewhere. Zone Coordinators will delineate the types of situations which may be submitted for consideration under this provision. When an exception is requested, a requisition is not to be submitted to DDSC unless the exception is denied.

C. STOPPER LIST

- * 1. The Stopper List is a computerized product prepared by DDSC every two weeks and received by DoD Civilian Personnel Offices through the Bulletin Board System (BBS) or by mail. Those activities with BBS connectivity must retrieve the Stopper from BBS no later than close of business on the Monday following the Wednesday night in which the stopper cycle was processed. DDSC mails the hard copy of the Stopper the Thursday following the Wednesday night cycle. In either case, the Stopper list becomes effective upon receipt whether received by BBS or mail and remains in effect until a subsequent Stopper is received. The Stopper List reflects positions by Pay Group, Series, Title, Option Code(s), if any, Grade and Priority of personnel registered in the Priority Placement Program who have selected the activity serviced by the CPO. The first page contains the four-digit activity code and address of the activity. The second and succeeding pages reflect skills of registrants. Each CPO will also receive a separate Stopper List for each serviced activity located outside the commuting area with approximately 50 full-time continuing positions to which an activity code is assigned. The Stopper List is intended for use within the civilian personnel office and not normally for use outside the civilian personnel office. The Stopper List will be matched in accordance with instructions contained in this chapter. A Vacancy Requisition will be completed and the data submitted (by BBS, if connected, or by electronic secretary) to the Defense Data Support Center when a match occurs and when required by priority designation.

2. Additional registrants may be reflected on succeeding Stopper Lists as a result of file maintenance of registrant skills and/or area of referral and new registrants entering the Program. To assist activities in decreasing delays caused by unnecessary Vacancy Requisitions in those instances when only previously considered registrants are available, each Stopper List forwarded to an activity will reflect the total number of available registrants (including registrants whose skills or area of referral have been file maintained) and the number of new registrants entering the Program since issuance of the previous Stopper List. A later Stopper List need not be applied when resumes have been received and exhausted unless the subsequent Stopper List reflects the addition of new registrants on the second line for the skills since the preceding

(Chap 4, Para C2 cont'd)

Stopper List. Each Stopper List remains in effect until a new listing is received. Negative Stopper Lists will be forwarded to activities not selected by any registrant.

a. Number of Registrants Available - Two numbers may appear with a grade level for a skill, one number above the other. A number directly beside a grade, opposite the Pay Group, Series and Option Code(s), if any, indicates the total number of surplus personnel registered in the Priority Placement Program, in that skill, who have registered as willing to accept employment at the gaining activity. This number will also reflect any registrants available as a result of file maintenance of their skills and/or area of referral who did not appear on the previous Stopper Lists for that grade. A second number directly below the first indicates the number of new registrants in the PPP in that skill and grade who did not appear on the previous Stopper List for that grade. Stopper Lists addressed to CONUS activities will contain numbers 1 through 99 to indicate the number of available registrants for each grade level. An XX will be used to indicate when 100 or more are available. Stopper Lists addressed to Alaska, Hawaii or Puerto Rico activities will contain numbers 1 through 9 to indicate the number of available registrants for each grade level. An X will be used to indicate when 10 or more are available for Alaska, Hawaii or Puerto Rico activities.

b. Asterisks (*) - If a number, the X or XX is followed by an asterisk (*) Priority 1 or 2 registrants are available for referral to the gaining activity. If no asterisk follows the number, the X or XX, only Priority 3 personnel are available.

c. "#" Code - For those activities located in Alaska, Hawaii, and Puerto Rico, a special code - "#" - will be used to indicate availability of registrants who are presently employed in, last resided in, or have return rights to Alaska, Hawaii, or Puerto Rico to enable receiving activities to properly apply the procedures listed in paragraph A above. This sign will appear only on Stopper Lists going to Alaska, Hawaii, or Puerto Rico activities. For example, if an activity in Hawaii receives a Stopper List indicating a "#" Code with a skill, it means that a registrant having that skill is either currently employed in a Hawaii activity, last resided in Hawaii, or has return rights to Hawaii. This same registrant would not be indicated by a "#" Code on Stopper Lists for activities he may have selected outside Hawaii.

d. Ampersand (&) - Whenever an ampersand (&) is shown, it indicates there is a Priority 3 Military Spouse Preference Eligible available. *

(Chap 4, Para C2e)

e. Following is an example of a Stopper List for a CONUS activity:

PAY GRP	SERIES	OPTION CODES	GRADE/NBR OF REGISTRANTS AVAILABLE		
Accounting Technician					
GS	525		05/03* 02*	06/01&	
Equipment Spec/Acft/Acft Prop Equip					
GS	1670	AIB AIF	09/02* 01	11/01*	12/01
Instrument Maker Leader					
WL	3314		08/02*		

Figure 4-1 STOPPER LIST FOR CONUS ACTIVITY

In the above example of a Stopper List for a CONUS activity, the following skills, grades and priorities are affected:

(1) Accounting Technician, GS-525-05 and 06. The GS-05 level has a total of three registrants available of which at least one is a Priority 1 or 2 as indicated by *. The 06 level indicates that there is one registrant available who is a Priority 3 Spouse Preference eligible. Since there is a number (2*) on the second line of the entry for Accounting Technician, Grade 05, two of the three total registrants available did not appear on the previous Stopper List and at least one of these is Priority 1 or 2. Since there is no entry on the second line for the 06 level, this registrant did appear on the previous Stopper List and new registrants are not available.

(2) Equipment Specialist, Aircraft and Aircraft Propulsion Equipment Options, GS-1670-09, 11 and 12. At the 09 level, there are two registrants available of which at least one is a Priority 1 or 2. The number 1 directly below the 2* at the 09 level indicates that one of the two total registrants did not appear on the previous Stopper List and is a Priority 3. At the GS-12 level, only one registrant is available, is a Priority 3 and appeared on the previous Stopper List.

(3) Instrument Maker Leader, WL-3314-08. There are two registrants available for Wage Leader Grade 08. At least one of these registrants is a Priority 1 or 2 and both of them appeared on the previous Stopper List.

(Chap 4, Para C2f)

f. The following is an example of a Stopper List for a Hawaii activity:

PAY GRP	SERIES	OPTION CODES	GRADE/NBR OF REGISTRANTS AVAILABLE
Personnel Management/Employee Rels/Staffing GS	201	EMC/STB	11/01*#
Electronics Mechanic WG	2604		10/01*
Pipefitter Supervisor WS	4204		12/01 01

Figure 4-2 STOPPER LIST FOR HAWAII ACTIVITY

In the example of a Stopper List for a Hawaii activity, the following skills, grades and priorities are affected:

(1) Personnel Management, GS-201-11, Employee Relations Option and Staffing Option, Priority 1 or 2 (as indicated by *) who is either currently employed in Hawaii, last resided in Hawaii or has return rights to Hawaii (as indicated by # Code). This registrant appeared on the previous Stopper List.

(2) Electronics Mechanic, WG-2604-10. This registrant is a Priority 1 or 2 and did appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

(3) Pipefitter Supervisor, WS-4204-12. This registrant is a Priority 3 and did not appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

D. PROCEDURES

1. When a Priority 1 or 2 entry appears on a Stopper List, the activity may not fill a matching position by competitive or noncompetitive action, except as provided herein. This restriction applies even when the activity is prohibited from increasing on-board strength. In such cases, the activity must either obtain authority from within the component to make an offer or refer the matter to the Zone Coordinator.

(Chap 4, Para D2)

2. Under no circumstances shall a position be changed as to series or grade, canceled or fill action be delayed for the purpose of avoiding making an offer to a PPP registrant. Changes, cancellations, or delays will be subject to investigation and corrective action by Zone and Regional Coordinators.

3. For positions at grades 1, 2, 3, or 4, with occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, the following procedures apply:

* a. Any GS-300, without an option code, indicates a registrant available for any position covered by the standard which does not require specific proficiency. Examples: GS-350-4 Duplicating Equipment Operator, GS-503-4 Accounting Clerk and GS-1531-4 Statistical Clerk positions which do not require specific proficiency all match a GS-300-4 without an option code. However, you always requisition for the specific series and the computer matches the GS-300 series.

b. Any GS-300 with an option code (Typing-TYA, Stenography-STC, and Data Transcriber-DAT) indicates a registrant available for any covered position that has the same proficiency requirements or option code. NOTE: GS-322-4 Clerk typist, GS-318-4 Secretary (Typing), and GS-305-4 Mail and File Clerk (Typing), positions all match GS-300-4 (Typing). If either the specific series or GS-300 with appropriate options appear on the stopper, requisitions will be submitted for the specific series and the computer will automatically match both the specific series and the GS-300 series with appropriate option.

* c. Additionally, individuals registered for skills with the typing option (TYA) will automatically be referred for the same position not requiring the typing option. This procedure is true only for positions involving the typing option.

4. For positions in the GS-2XX, Civilian Personnel Specialist and GS 260, Equal Employment Opportunity Specialist and the GS-8XX, Professional Engineer series, option codes are used to describe specific series. For example, STB (staffing) describes the GS-212 series, and CIB (civil) describes the GS-810 series. (See Appendix D for other option codes in these series). For any vacancies in the 2XX or 8XX specific series, the Stopper List must be reviewed for a matching skill (the specific series and/or the "generalist" series, i.e. GS-201 or GS-801, with a corresponding option code) and if a match occurs in either instance, a vacancy requisition must be submitted for the specific series only. The computer will automatically search for both and provide matching resumes, and offers will be made in priority order.

(Chap 4, Para D4 cont'd)

Example: If a GS-212-12, Staffing Specialist position is vacant and there is no GS-212-12 match on the appropriate Stopper List but there is a GS-201-12 entry with the STB and CLA options, a requisition against the GS-212-12 position is required.

5. Any WG-00000, grade 1, 2, 3, or 4 skill, appearing on the Stopper List indicates a registrant(s) available for any WG-1 through 4 position not requiring the operation of a motor vehicle or sewing machine. Activities will match such WG positions simultaneously against the specific series of the positions and the WG-00000 entry on the Stopper List, at the appropriate grade. Resumes for the specific series and the WG-00000 will, upon receipt, be merged in priority order and registrants made an offer in accordance with normal priority procedures.

6. Any WG-01111-5 skill appearing on the Stopper List indicates a registrant available for any Trades Helper position. Activities will match Trades Helper WG-5 positions simultaneously against the specific series of the positions and the WG-01111-5 entry. Resumes for the specific series and the WG-01111 will, upon receipt, be merged in priority order and registrants made an offer in accordance with normal priority procedures.

7. When matching GM positions against the Stopper List, the series, grade, and option, if any, will be matched against those entries under the GS pay system. When a match occurs, a requisition must be submitted to DDSC and an offer made to those registrants whose resumes reflect availability for GM positions in the space for "Special Qualifications."

8. General Schedule supervisory positions will be matched against the Stopper List entries having the same grade, series, and option code(s), if any. When a match occurs, a requisition must be submitted to DDSC and an offer made to those registrants whose resume reflects availability for supervisory positions in the space for "Special Qualifications." However, offers for second and higher level supervisory positions are not required unless the registrant has previously successfully held a supervisory position. This does not prohibit the offering of such positions if the gaining activity wishes. Registrants scheduled for separation whose current position is supervisory, as identified in their current position title, must be made an offer during the specific notice period even though "Special Qualifications" may not reflect such availability.

9. Option codes will be matched as follows:

a. Positions with one option code will be matched against the Stopper List entries having that option code alone and those entries that have two option codes, one of which is the same as that of the position. For example, a position of Firefighter, GS-081-5, with a

(Chap 4, Para D9a cont'd)

"Structural" option, will be matched against a Stopper List entry for GS-081-5 (STE Structural). If no match occurs, the vacancy will be matched to GS-081-05 entries reflecting the STE option in combination with any other option, such as STE-Structural and AIG-Airfield. A requisition is to be submitted when the single option skill matches any Stopper List entry of the same pay group, series, grade and option, if required by the Priority designations shown.

b. Positions with two option codes will be matched against the Stopper List entries having both option codes. A match occurs only when the two option codes in the Stopper List entry match precisely those of the position.

c. Positions with more than two option codes and positions with options other than those in Appendix D to this manual will be matched against stopper list entries having no option codes. When there is a series and grade match and resumes are referred, but there is an apparent mismatch of skills, the gaining CPO should contact the appropriate Zone Coordinator to determine whether an offer is required. If a skills mismatch is not apparent, or the Zone Coordinator directs, the gaining and registering CPOs will discuss the requirements of the position and the qualifications of the registrant(s) and determine whether an offer is required.

d. If your vacancy does not require typing but there is a registrant for the same series/grade on the Stopper List with the typing option, you have a match. (Example: An activity has a vacancy for a GS-204-04 position (not requiring the typing option) and the stopper contains a GS-204-04 (TYA) and/or GS-300-04 (TYA). This is a match and you should requisition for GS-204-04. The computer will automatically search/match those that are registered with the typing option. This procedure applies with positions involving the typing option only.

10. In order to assure uniformity of consideration for displaced employees within the commuting area, the PPP will be utilized. Manual referral procedures are not authorized. Activities may consider non-PPP registered persons only when authorized by other provisions of this manual or by special permission from the Zone Coordinator.

11. Non BBS using civilian personnel offices servicing positions at noncoded remote locations outside their commuting area which are not covered by their Stopper List will submit requisitions to DDSC in accordance with Chapter 10, paragraph B4. Requisitions under this procedure will be submitted immediately after the position becomes susceptible to the Stopper List and every 4 weeks thereafter until other appropriate action removes the position from consideration.

(Chap 4, Para D11 cont'd)

NOTE: Through the BBS, Civilian Personnel Offices servicing positions at noncoded remote locations outside their commuting area which are not covered by their Stopper List, may clear a remote site (without DoD activity in commuting area) by selecting and clearing any activity within the state of the vacancy. Under these conditions, you may pick up (through BBS) the stopper of an activity within the state of the vacancy and review for a matched/unmatched. In either case, you must retain the Stopper copy for your records and audit trail. Clearing the Stopper under this procedure must be accomplished every 4 weeks until other appropriate action removes the position from consideration. *

12. Civilian personnel offices in the United States which recruit and select for positions in foreign areas will requisition as follows:

a. For positions that are co-located at coded overseas activities, the requisition will include the activity code of the overseas activity.

b. For positions that are not co-located at coded overseas activities, the requisition will include the activity code of the nearest coded activity.

c. Requisitions will be submitted initially when recruitment begins and every 4 weeks thereafter until other appropriate action removes the position from PPP consideration.

13. Requisitions to identify registrants who may be able to displace temporary assignees and re-employed annuitants in positions at remote locations that are not covered by a Stopper List will be submitted at the beginning of each calendar quarter.

14. Requisitions are to be submitted to DDSC promptly when a match occurs and, when resumes are furnished, offers are to be made without delay.

15. If at any time during or after completion of the recruiting cycle an activity discovers they neglected to clear the stopper list, they must contact their servicing specialist at DDSC by telephone to request a reconstruction. Information required by DDSC is *

- a. Date SF-52 received in CPO
- b. Date position filled
- c. Pay group, series, and grade
- d. Requisitioning activity code
- e. Vacancy location

DoD 1400.20-1-M

(Chap 4, Para 15f)

f. Name of caller

g. Phone number

DDSC will perform a reconstruction process to determine if a registrant missed proper consideration. If this is the case, contact with the Zone Coordinator must be made to determine if corrective action is required.

RETAINED GRADE AND PAY/TEMPORARY EMPLOYMENT DECISION TABLE*

ACTION

INITIAL PLACEMENT	ELIGIBLE	AUTHORITY	SUBSEQUENT PLACEMENT	ELIGIBLE	AUTHORITY
1. Temp position used as a RIF offer of assignment (FPM 351, Subchap 5-11., para b.)					
A. Temp - same grade	NA	5 USC, section 5362 (a) (1)	Temp - lower grade RIF**	NO	FPM 351, Subchap 5-11, para b. - employee retains status and tenure
B. Temp - same grade	NA		Perm - lower grade RIF	NO	"
C. Temp - lower grade	YES	5 USC, section 5361 (1) AND sec 5362 (a) (1)	Temp - lower grade RIF	YES***	"
D. Temp - lower grade	YES	"	Temp - same grade RIF (same grade as initial RIF offer)	YES***	"
E. Temp - lower grade	YES	"	Perm - higher grade RIF (not higher than grade impacted by initial RIF)	YES***	FPM 351, 5-11, para b AND 5 USC, sec 5362 (d), offer not equal to, or higher than, retained grade
F. Temp - lower grade	YES	"	Perm - same grade RIF (same grade as initial RIF offer)	YES***	"
G. Temp - lower grade	YES	"	Perm - lower grade RIF	YES***	FPM 351, 5-11, para b, AND 5 USC, sec 5362 (a) (1)

* Assumes that the employee is otherwise eligible for retained grade/pay benefits

** Nature of Subsequent Placement is premised on Initial Placement, i.e., "lower grade RIF" indicates subsequent RIF offer is, yet, lower graded than the Initial Placement.

*** Subsequent placement action does not create a new entitlement to grade and pay retention, but the original entitlement (based on initial placement action) continues unless terminated under 5 CFR 536.208(a) or (b).

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
2. Temp position to reemploy RIF separatee (FPM 351, Subchap 5-11, para c.)	A. Temp - same grade (no service break)	NA	5 USC, section 5362 (a) (1)	Temp - Any Grade	NO	5 USC, Sec 5361 (1) no longer meets employee definition AND FPM 351, 5-11, para c. - has no status or tenure
	B. Temp - same grade (no service break)	NA	"	Perm - Any Grade	NO	"
	C. Temp - lower grade (no service break)	YES	5 USC, sec 5361 (a) AND sec: 5362 (a) (1)	Temp - Any Grade	YES***	"
	D. Temp - lower grade (no service break)	YES	"	Perm - Any Grade	YES***	"
	E. Temp - any grade (with service break)	NO	5 USC, sec 5362 (a) (1)			
3. Temp (1 year or less) offer thru DoD PPP with no break in service (DoD Manual 1400, 20-1-H, Chap 4, para A.5.)	A. Temp - same grade	NA	5 USC, sec 5362 (a) (1)	Perm - lower grade PPP	NO	5 USC, section 5361 (1) - employed on temporary basis
	B. Temp - lower grade	YES	"	Perm - same grade as initial PPP offer	YES***	5 USC, section 5362 (d) (3) - offer not equal to, or higher than, retained grade

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
1. Continued	C. Temp - lower grade	YES	5 USC, section 5362 (a) (1)	Perm - lower grade PPP (lower than initial offer)	YES***	5 USC, section 5361 (1) - no longer meets employee criteria
	D. Temp - lower grade	YES	"	Perm - higher grade PPP (lower than grade before initial PPP placement)	YES***	5 USC, section 5362 (d) - does not terminate benefits
4. Temp (1 year or less) offer thru PPP with three day break in service (DoD Manual 1400.20-1-M, Chap 4, para A.5.)	A. Temp - same grade	NO	5 USC, section 5362 (d) (1) - break in service of one workday or more			
	B. Temp - lower grade	NO	"			

Figure 4-3, Retained Grade and Pay/Temporary Employment Decision Table

CHAPTER 5
PRIORITY PLACEMENT PROGRAM
JOB OFFERS

A. MAKING JOB OFFERS

1. Offers to PPP registrants are to be made by a representative of the gaining activity Civilian Personnel Office to a representative of the releasing activity Civilian Personnel Office. No representative of the gaining activity will contact a registrant directly, unless the Zone Coordinator has approved such direct contact. Any selective or special requirement, including knowledges, skills and abilities needed to satisfactorily perform the duties of a position being offered will be clearly and thoroughly communicated to the releasing activity so that proper qualifications determinations may be made. In order to be considered sufficiently well qualified, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Supervisors and other subject matter experts may be consulted by CPOs for guidance in order to resolve qualification issues.

2. The priority and information contained in resumes will be used to determine to whom an offer will be made first. Only in rare situations should additional information be required. Any additional information needed will be obtained by telephone from activities within CONUS and by electrical message from activities outside CONUS. Such additional information may be obtained through the use of a Standard Form 171 or similar document when the position to be filled is at the GS-12 or higher grade level. In addition, Official Personnel Folders may be obtained and reviewed for those registrants referred for GS/GM-14 and 15 positions.

3. As indicated in the preceding paragraph, offers to GS/GM-14 and 15 registrants may not be consummated as quickly as those for other grades. Accordingly, when placement consideration is underway at grades GS/GM-14 or 15 and a subsequent offer for a lower grade is received by the registering activity, the lower grade offer will be held in abeyance pending resolution of the GS/GM-14 or 15 offer. In such cases the appropriate Component Coordinator will be advised so that prompt action can be taken to preclude any undue delay in determining which offer is appropriate.

4. An offer is not to be made if such placement would result in a prohibited promotion.

(Chap 5, Para A5)

5. The gaining activity CPO will immediately contact the registering activity CPO by telephone (if necessary, by electrical message to activities outside CONUS) and make an offer consistent with priorities. CONUS activities making offers to overseas registrants will send an information copy of messages to the Overseas Regional Coordinator. Offers will be made to:

- a. Priority 1 registrants before Priority 2.
- b. Priority 2 registrants before Priority 3.

6. Basic priority levels shall be consistent across component lines. Within assigned priorities, components may determine the order of job offers after considering such factors as registrant qualifications, geographic area, owning component and costs.

7. Activities in CONUS making offers to registrants from overseas activities will include in the electrical message: (See page 5-6 for sample message)

- a. The fund citation for miscellaneous expense allowances and temporary quarters subsistence expenses.

- b. The gaining activity code.

- c. The location of the position if remote from the activity.

- d. Any special qualifications that must be met.

- e. Any other information pertinent to the job, such as it being obligated, located at an activity under study for closure, or in the Excepted Service, etc.

- f. Indicate a desired reporting date, in accordance with Chapter 3, paragraph B34 for the registrant to report for work.

8. Offers will be made until vacancies are filled, referred resumes are exhausted, or offers are not required by reason of the registrants' priorities. A referred resume that is a valid match against a position, remains in effect until a personnel action is completed for the position, even if the registration period for the registrant has expired.

9. When registrants are referred to an activity for more than one position at different grade levels, the offer will be made for the highest grade.

10. Offers to PPP registrants will not be unduly delayed or denied because the required personnel security investigation has not been completed. When such investigation is required, it will be completed

(Chap 5, Para A10 cont'd)

as expeditiously as possible. As outlined in DoD Directive 5200.2, "A final adverse determination may not be taken unless administrative procedures are made available that will give the individual an opportunity to refute allegations made against him or her." In those instances, where it is not possible for the gaining activity to enter a PPP registrant on duty and assign non-classified duties while the clearance process is working, an offer will still be made. The registrant being made the offer, has three choices:

a. Accept the offer, be deleted from the Priority Placement Program and delay his or her reporting date until the appropriate clearance is granted.

b. Accept the offer on a conditional basis and remain in the Priority Placement Program with the option of either accepting or declining one subsequent offer, should such an offer materialize prior to the security clearance being granted.

c. Decline the offer on the basis that the delay in reporting is unreasonable and therefore the offer is not valid. The registrant, of course, would remain in the program.

Any questions regarding security clearance cases should be referred promptly to the Regional Coordinator.

11. The normal reply time to an offer involving CONUS activities is 24 hours. The normal reply time when the registering activity is overseas is 7 calendar days. When a timely response is not received from an overseas activity, the gaining activity CPO will contact the appropriate Overseas Liaison Officer for assistance. Failure to receive a timely response from any offer is not a valid reason to consider a registrant unavailable and gaining activities will take no further placement action until the outstanding offer is resolved.

12. Once a commitment of employment is made to a registrant, it will be honored, unless approval to withdraw the offer is obtained from the Zone Coordinator. Activities will not unilaterally withdraw offers under any circumstances. Zone Coordinators will permit withdrawal of offers only in rare and unusual circumstances.

13. When the offer and/or consideration has been consummated, one copy of each referred resume must be completed indicating the appropriate report action code and returned to DDSC. The report action must be signed by an official of the civilian personnel office and returned promptly, but not later than 45 calendar days (Priority 1 and 2) and 55 calendar days (Priority 3) after receipt of the resumes. Instructions on report actions are contained in Chapter 11 of this manual.

*

B. RELATIONSHIP BETWEEN PPP AND OPM PLACEMENT PROGRAMS

1. The PPP does not supersede enforceable statutory or regulatory rights of employees or former employees, including the provisions of 5, CFR, Part 330, Subpart B, Section 330.201(a), which covers the Re-employment Priority List (RPL). A discussion of the relationship between the PPP, the RPL, and the Displaced Employee Program (DEP) follows. (Also see page 5-7 for matrix)

a. The RPL will be established and maintained under the provisions of FPM Chapter 351, Subchapter 9, and positions will be filled from the RPL in accordance with FPM Chapter 330, Subchapter 2.

b. Although the RPL does not normally preclude promotion or reassignment within the component, such actions cannot be effected when a PPP Priority 1 or 2 registrant is available.

c. When RPL and PPP Priority 1 or 2 registrants are available, positions will be offered to RPL registrants ahead of PPP registrants except that:

(1) PPP registrants still employed anywhere in the same component will be given offers before RPL registrants for positions above the grade from which the RPL registrant was separated.

(2) PPP registrants still employed in the same component will be given offers before RPL registrants when both are within the commuting area of the position.

(3) PPP registrants still employed in the same component but outside the commuting area of the position may be given an offer before the RPL registrants. This is at the discretion of the employing activity.

d. In displacing temporary appointees in continuing positions, the following order will be applied:

(1) PPP registrants still employed from within the same component for positions at grades higher than the grade held by the RPL registrants while employed.

(2) RPL registrants or PPP registrants still employed in the same component and within the commuting area of the position. This is at the discretion of the employing activity.

(3) Other PPP registrants in priority order.

(4) DEP registrants certified by an OPM office.

(Chap 5, Para 1e)

e. When RPL registrants are available, temporary promotees and re-employed annuitants (other than annuitants re-employed under trial retirement programs) in continuing, uncommitted positions will be displaced by PPP Priority 1 or 2 registrants when they are still employed and in the same component. Displacement will be by priority order. RPL and DEP registrants do not displace temporary promotees.

f. Only RPL and DEP registrants may displace term appointees.

2. Activity CPOs should contact the Zone Coordinator for further guidance when questions concerning the priority of offers to PPP, RPL, or DEP registrants cannot be resolved.

C. QUALIFICATIONS DISPUTES

1. Civilian personnel offices at gaining activities are not authorized to disqualify registrants by unilateral determination. However, when there is a mutual decision between the gaining and releasing activity CPOs that a registrant(s) is not qualified for a particular position, an offer is not required.

2. When the gaining and releasing activity CPOs disagree on a registrant's qualifications for a position, the dispute will be resolved by the appropriate Coordinator(s). Each CPO will promptly (within fifteen calendar days of the date of the dispute) furnish the rationale for the determination to the appropriate Regional Coordinator. The appropriate Regional Coordinator for the gaining activity is the person having jurisdiction over the area where the position is located. The appropriate Regional Coordinator for the registering CPO is the person having jurisdiction over the "A" coded activity which effected the registration.

a. The Regional Coordinator's decision is final when the person has jurisdiction over both the gaining and releasing activities.

b. When a dispute falls under the jurisdiction of more than one Regional Coordinator and they cannot agree, the final decision will be made by the Component Coordinator when the activities are of the same component, or by the Zone Coordinator who has purview over the gaining activity when the activities are of different components.

c. Any registrant expressing concern in writing for any action affecting him/her as a result of registration in the PPP will be provided a written explanation by the deciding coordinator.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE OF	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: DDMT MEMPHIS (382A)</p> <p>TO: 81 MSSQ RAF BENTWATERS UK//MSCS//</p> <p>INFO: DOD OVERSEAS REGIONAL COORDINATOR (AS APPROPRIATE)</p> <p>UNCLAS: 90-01</p> <p>SUBJECT: PPP JOB OFFER</p> <p>A. REF DOD 1400.20-1-M</p> <p>1. MS MARY J DOE 001-00-0001 OFFERED POSITION OF COMPUTER SYSTEMS ANALYST GS-334-12 IAW REF A.</p> <p>2. POSITION REQUIRES IN-DEPTH KNOWLEDGE OF ELECTRONICS COMPONENTS NOMENCLATURE AS RELATED TO COMPUTERIZED INVENTORY AND STOCK CONTROL SYSTEMS. (ACTIVITIES SHOULD INCLUDE AN ADEQUATE DESCRIPTION OF THE DUTIES OF THE POSITION BEING OFFERED TO ENSURE THE REGISTERING CIVILIAN PERSONNEL OFFICE HAS A CLEAR UNDERSTANDING OF THE QUALIFICATIONS REQUIRED TO BE "WELL QUALIFIED." THE DESCRIPTION OF DUTIES WILL BE COMMENSURATE WITH THE GRADE AND COMPLEXITY OF THE POSITION BEING OFFERED.)</p> <p>3. POSITION IS OBLIGATED TO FORMER EMPLOYEE CURRENTLY SERVING IN MILITARY SERVICE. EXPECTED DATE OF RETURN IS 1 JAN 1992.</p> <p>4. FUND CITATION FOR MISC EXP AND TQA AS FOLLOWS: 1234567 7077 7078 7079 00001 46593 46594 46595 000002 000003 S3010101.</p> <p>5. REQUEST NOTIFICATION BY RETURN MESSAGE OF ACCEPTANCE OR DECLIANTION OF POSITION OFFER WITHIN 7 CALENDAR DAYS.</p>										

Figure 5-1. Sample Message to Overseas Activity.

TYPE OF ACTION	CONDITIONS	ORDER OF OFFERS			
		First	Second	Third	Fourth
Fill vacant continuing position	Grade is higher than last held by RPL registrant	PPP priority 1&2 still employed anywhere in component	RPL*	PPP Priority 3 registrant	DEP
	Grade is not higher than last held by RPL registrant	PPP Priority 1&2 still employed in component in commuting area	RPL* or PPP Priority 1&2 still employed in component outside commuting area	PPP Priority 3 registrants	DEP
Displace temporary appointees in continuing positions, except those annuitants reemployed under Trial Retirement Programs, those employees serving under Taper or term appointments, 30% disabled veteran appointees and those physically or mentally handicapped employees serving under Schedule A or B Excepted Appointment Procedures.	Grade is higher than last held by RPL registrant	PPP Priority 1&2 still employed anywhere in component	RPL	PPP Priority 3 registrants	
	Grade is not higher than last held by RPL registrant	RPL or PPP Priority 1&2 still employed anywhere in component	Other PPP registrants in Priority order	DEP	
Displace temporary assignees (e.g., those promoted, detailed, reassigned, or changed to lower grade) to a continuing position.	Grade is higher than last held by RPL registrant	PPP Priority 1&2 still employed anywhere in component	RPL*	Other PPP Priority 1&2 registrants in priority order	
	Grade is not higher than last held by RPL registrant	RPL* or PPP Priority 1&2 still employed anywhere in component	Other PPP Priority 1&2 registrants in priority order		
Displace Taper or term appointees and those serving under other non-temporary appointments except Status Quo employees	Representative rate of the position is the same as or lower than that of the position last held by the registrant	RPL*	DEP		

* The RPL does not preclude the filling of vacancies by position change of current component employees (FMP CH 330, Sub CH 2); however, when PPP registrants are available this order of offers must be followed through PPP Priorities 1&2.

Figure 5-2. Matrix of order of offers from RPL, DOD/PPP and DEP.

CHAPTER 6

**PRIORITY PLACEMENT PROGRAM
POLICY FOR OVERSEAS ACTIVITIES****A. GENERAL POLICY**

1. Except as modified by this Chapter, the policies and procedures contained in this manual also apply to overseas employees.

2. Displaced and nondisplaced DoD overseas employees may be registered in the PPP for placement referral to other DoD activities. The conditions and special policies regarding the registration of both categories of employees follow.

3. Overseas employees evacuated or to be evacuated for military or other reasons which create imminent danger to life, may be registered for placement assistance under the PPP upon prior approval of the Office of the Assistant Secretary of Defense (Force Management and Personnel (OASD(FM&P))). The appropriate priority for such registration will be determined at the time the approval is granted.

B. DISPLACED OVERSEAS EMPLOYEES - Those employees who are scheduled * for involuntary separation or demotion by RIF or who decline a functional transfer outside the commuting area.

1. Registration Eligibility. Displaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status are eligible for registration, provided they are scheduled for involuntary separation or demotion by RIF or they decline functional transfer outside the commuting area.

2. Registration (Duration and Condition)

a. Displaced overseas employees scheduled for separation will remain in the PPP until placed, declination of a valid offer, exercise of return rights, otherwise deleted, or for 12 months after date of separation, whichever occurs first.

b. An employee scheduled for demotion under RIF will remain in the Program until placed, declination of a valid offer, exercise of return rights, otherwise deleted, or the effective date of the position change, whichever occurs first. A registrant who is scheduled for demotion who declines the demotion and is separated, may continue in the Program (in the existing Priority) for 12 months after separation, unless otherwise deleted.

(Chap 6, Para B2c)

c. Displaced overseas employees without return rights at current or higher grade, who return to the United States after separation without a placement offer, will have overseas activities deleted from their area of referral by the registering activity. Their registration will be continued for up to 1 year following their separation dates for locations in the United States and Puerto Rico.

d. Displaced overseas employees remaining in the overseas area after separation will remain in the PPP for up to 1 year following separation. They must, however, be deleted from the Program for specific overseas activities when insufficient time within the 5 year limitation would remain to complete a full renewal tour.

e. Displaced overseas registrants, who exercise return rights, are to be deleted from the PPP with Registering Activity Report Action Code 11.

3. Assignment of Priorities

a. Displaced overseas employees will be assigned referral priorities in accordance with the severity of the proposed action. If such employees can still complete a tour, i.e. a specific renewal tour, they can be registered for intratheater referral or CONUS referral, but not both. If such employees cannot complete a tour, i.e. a specific renewal tour, they can only be registered for CONUS referral to activities within the zone from which they came or a zone closer to the overseas area.

b. Basis for Registration Eligibility

	<u>Priority</u>
(1) RIF Separatee without an offer of continued employment.	1
(2) Transfer of Function Declinee.	2
(3) RIF Demotee of two or more GS grades or equivalent.	2
(4) RIF Demotee less than two GS grades or equivalent.	3

NOTE 1. An overseas displaced employee who is demoted less than two GS grades as a result of RIF and declines the demotion, his/her priority will be converted, by the computer, to a priority 2 during the notice period.

NOTE 2. An overseas displaced employee may register for either referral to the United States and Puerto Rico or to Intra-theater, but not both.

(Chap 6, Para B4)

4. Authorized Area of Referral

a. Employees currently in foreign areas, who are not serving under an agreement to return to the United States and who become displaced, may register for referral to other activities within the theater. They must sign an agreement (Appendix H, page H-1) to return to the United States, upon completion of one renewal tour, at the location in which they are placed, and agree to register for return placement to the United States 6 months in advance of completing the renewal tour.

b. In instances in which a registrant initially met the tour of duty requirements for a given activity in a foreign area at the time of registration, but because of time lapse no longer meets tour requirements, the registering activity will delete the activity from the area of referral by submission of DD Form 1819, File Maintenance, to DDSC.

c. Overseas displaced employees with return rights at their current or higher grade are not eligible for registration for referral to activities in the United States, or Puerto Rico. These employees may exercise their return rights or may register for intra-theater referral at grades no higher than their current level.

d. An eligible overseas displaced employee without return rights at his/her current or higher grade may be registered (under guidelines of Paragraph B4h below) for referral either to activities in the United States and Puerto Rico, or the current overseas theater (European, Atlantic, or Pacific) for the present grade and lowest acceptable grade (subject to the prohibition against registering for more than three General Schedule grades or the equivalent below current grade).

e. An eligible overseas displaced employee with return rights at a lower grade may be registered (under guidelines of Paragraph B4h below) for referral either to activities in the United States and Puerto Rico, or the current overseas theater for the present grade and lowest acceptable grade, down to but not including the grade to which return rights exist (subject to the prohibition against registering for more than three General Schedule grades or the equivalent below current grade).

f. An eligible overseas displaced employee, whose home of record is Guam, may be registered for referral to Guam and other activities within the current theater, or for referral to activities in the nearest zone in the United States.

(Chap 6, Para B4g)

g. Displaced employees in Hawaii may be registered for referral to activities in the Pacific Theater under the following conditions:

(1) If the registrant signs an agreement to remain at the new overseas location for at least one full tour of duty.

(2) If the registrant signs an agreement to return to the United States within 5 years after overseas assignment.

h. Displaced eligible overseas employees, including those in Guam, will be registered for referral to the minimum number of activities (either in the U.S. or the overseas Theater, but not both) likely to provide a job opportunity. If registered for the U.S., registration can be for activities within the Zone from which recruited; the zone in which last resided; or the Zone closest to the overseas activity. If registered only within the Theater, registration can be for activities which are no further than the zone from which recruited or last resided, unless authorized by the Component Coordinator for component activities only. Such employees must meet all other conditions of eligibility for registration and be able to meet the tour of duty requirements for each overseas activity, while still meeting the conditions of their agreement to return from a foreign area within 5 years. When registering such employees, the intra-theater area of referral must reflect individual activities and not broad country selections. Component Coordinators may authorize expanded area of referral in the United States and Puerto Rico for displaced overseas employees, including those whose home of record is Guam.

5. Special policy regarding Displaced Overseas employees.

a. Displaced overseas employees registered in the PPP who are returning to the United States and are entitled to continued registration under the policies contained in this Chapter, will have their registration changed to provide a stateside activity as the servicing agent during the remainder of their registration entitlement. To accomplish this change, the following procedures will be applied:

(1) The overseas civilian personnel office will select a stateside activity to serve as the point of contact and maintain the returning employee's PPP registration. The selected activity will be one of the following:

(Chap 6, Para B5a(1)(a))

(a) Nearest DoD civilian personnel office of the same component in the vicinity of the returning employee's stateside home of record.

(b) The largest DoD activity nearest to or in the vicinity of the home of record, if a component activity is not in the vicinity.

(2) Just prior to employee's return, the overseas civilian personnel office will advise DDSC, via message, of the selected activity and proposed date servicing should take effect. At the same time, provide file maintenance to change home address to the stateside home of record. When the employee has returned to the United States, the overseas civilian personnel office will transfer the Official Personnel Folder to the selected servicing stateside activity.

(3) The overseas civilian personnel office will advise the selected stateside activity of the departure of the employee from the overseas area. The overseas activity will counsel registrants of their responsibility to contact the stateside activity upon arrival and verify the address and telephone number where they may be reached when a placement offer is tendered.

(4) The stateside activity will have the responsibility for submitting file maintenance to keep registration data current, relaying the placement offer to the registrant, and for submitting any appropriate report action.

b. When a transfer of function occurs at the employee's overseas location resulting in a physical move to another location in the United States or overseas, the employee must accept transfer of function or may exercise return rights or may register in the PPP. Registration is limited to activities located nearer to the overseas duty location, within the theater, than the activity to which the employee has transfer-of-function rights. If otherwise eligible for return-to-residence transportation, the employee may be provided such transportation instead of accepting the position offered under a functional transfer. The question of whether the employee has completed the required tour of duty does not apply.

c. Displaced employees overseas accepting placement offers at another overseas location must sign an agreement with the gaining activity to serve a minimum of one full renewal tour (Appendix H, page H-2). If, at the time of selection, the registrant is eligible for and desires renewal agreement travel, such travel will be granted by the releasing activity prior to the effective date of the placement.

(Chap 6, Para B5d)

d. Displaced employees who are being placed with another component overseas, e.g., Army to Air Force, will retain any return rights to which entitled.

- * **C. NONDISPLACED OVERSEAS EMPLOYEES** - Those employees who complete at least a one year tour overseas and are scheduled to return to the United States.

1. Eligibility

a. Nondisplaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status who are not serving under an obligation to return to the United States, or who are satisfactorily completing a tour of duty in a foreign area or a U. S. territory or possession, are registered at their option in the PPP. Eligibility and time of registration are determined on the basis of length of overseas tour including authorized extensions, proximity of the registrant's tour to the five year limitation and the period allowed for program consideration. Assuring timely registration is the responsibility of the registering activity. Employee must be available for registration within seven work days after notification that the tour is not being extended or be subject to separation if no return rights exist, or if return rights exist, administrative action to exercise return rights will commence and DoD/PPP registration eligibility will be forfeited. Under no circumstance will the time of registration be manipulated to allow personal job shopping at one or a few activities (such as Hawaii only) where the opportunity for placement is slight, nor to allow for a single activity registration that is calculated to coincide with an anticipated, specific vacancy. Registration guidelines are provided in paragraph 2 below.

b. Registration of nondisplaced employees with return rights to the same or higher grade requires prior approval of the Component Coordinator.

2. Registration (Condition and Duration)

a. Nondisplaced overseas employees completing a one-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than two months before the end of the tour.

(Chap 6, Para C2b)

b. Nondisplaced overseas employees completing one two-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than four months before the end of the tour. Employees completing a two-year renewal agreement travel extension, after completion of an initial two-year tour, may register six months prior to the end of the extension. *

c. Nondisplaced overseas employees completing one three-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than six months before the end of the tour. Employees completing a two-year renewal agreement travel extension, after completion of an initial three-year tour, may register six months prior to the end of the extension. *

d. Nondisplaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status who are not serving under an obligation to return to the United States may be registered at any time under the guidelines of paragraph 4d below.

e. Nondisplaced overseas employees with return rights to a lower grade are eligible to remain in the Program until placed, declination of a valid offer, renewal of their agreement, exercise of their return rights, or directed return, whichever occurs first.

f. Nondisplaced overseas employees without return rights, completing an overseas tour, are eligible to remain in the Program until placed, declination of a valid offer, renewal of their agreement, or directed return, whichever occurs first.

g. Nondisplaced overseas employees who are not serving under a return transportation agreement are eligible to register when completing one standard tour at their overseas location. Registration will be accomplished under the guidelines of C2a, b and c above. Earlier registration will not be permitted.

h. Nondisplaced overseas employees who cancel their registration prior to placement may not be re-registered without Component Coordinator approval.

i. Nondisplaced overseas registrants who exercise return rights are to be deleted from the PPP 30 days prior to the established date of their departure from the overseas area.

j. Nondisplaced employees must be deleted from the program if their overseas tours are extended.

(Chap 6, Para C3)

3. Assignment of Priorities

a. Nondisplaced overseas employees, regardless of return obligation or number of tours, will be registered as priority 2 for referral within component. Such registrants will be Priority 3 for referral to all other DoD components. (For eligible employees whose stateside position is abolished, see below.)

b. Basis for Registration Eligibility (Priority 2)

(1) Any eligible employee completing one or more overseas tours, except eligible family members and employees whose stateside position is abolished and their return would initiate a RIF (separation/demotion). (Priority two (2) for component only, employee will be referred as a priority three (3) to other components.)

(2) Employee completing one or more overseas tours whose stateside position is abolished and return would initiate RIF (separation/demotion). (Employee will be referred as a priority two (2) to all components.) An A will be entered in element (48) on DD Form 1817 if the stateside position has been abolished.

(3) Employee in Alaska and Hawaii serving under an employment agreement. (May be registered for component only.)

NOTE 1. An employee with return rights at present or higher grade requires Component Coordinator approval to register and referral is limited to own component.

NOTE 2. The separation date (element 44) and release date (element 45) will be left blank for all nondisplaced registrations (except for the Overseas Family Member Employee).

4. Authorized Area of Referral

a. Nondisplaced employees will normally be registered for referral to the minimum number of activities likely to provide a job opportunity within the zone from which recruited, last resided preceding overseas service, or within a Zone closer to the overseas activity but no further than the stateside location from which recruited or last resided unless approved by the Component Coordinator for component activities only. Component Coordinators may authorize an expanded area of referral in the United States and Puerto Rico.

(Chap 6, Para C4b)

b. A nondisplaced employee, whose home of record is Guam and who completes an overseas tour, is eligible for PPP registration to Guam and the CONUS Zone nearest to the present foreign area assignment location.

c. A nondisplaced employee whose home of record is in the United States, with transportation agreement to the United States and who went from Guam to another overseas tour, has registration eligibility to the United States only.

d. Nondisplaced overseas employees under no obligation to return to the United States may be registered in the Program for individual DoD activities or broader area, as required by component regulations, and are to be registered with no separation/release dates. However, such employees who decline a valid offer will be removed from the Program. They will be ineligible to reregister for a period of 12 months, unless subsequently adversely affected by RIF or transfer of function. A second declination will result in ineligibility for further registration, unless approved by the Zone Coordinator. Under no circumstance will these nondisplaced overseas employees be permitted to register in the Program if they are not available for placement.

e. Nondisplaced employees may not be registered for referral to foreign areas.

f. Nondisplaced employees serving under rotation agreement in Alaska or Hawaii may be registered for placement consideration in the CONUS, within component only. NOTE: Local hire nondisplaced residents of Hawaii, Alaska, Guam, Puerto Rico, and other U. S. territories are not eligible for registration.

g. Any nondisplaced overseas employee who has return rights at present or higher grade to a position which has not been abolished may be registered for placement consideration at activities within component only if the Component Coordinator determines that, because of unusual circumstances, an effort should be made to place the employee in a position other than the one to which return rights exist.

5. Special Policy Regarding Nondisplaced Overseas Employees

a. Unless otherwise covered in preceding paragraphs, nondisplaced overseas registrants are deleted from the Program at the time their employment terminates.

(Chap 6, Para C5b)

b. Nondisplaced overseas employees with return rights at lower than current grade may be registered in the Program (subject to the prohibition against registering for more than three grades below current grade) for grades down to but not including the grade to which return rights apply.

c. The registration of nondisplaced overseas employees serving under a 5-year limitation may be continued beyond 6 months after the 5-year limitation date, or authorized extension, but only if the registration is amended to include an expanded area, up to CONUS-wide, that is likely to provide placement opportunity. An employee unwilling to expand registration as determined by component policy, may be expected to exercise return rights, if applicable, or may be subject to separation.

d. A nondisplaced employee may not register in the PPP for 6 months following a permanent promotion, except when the promotion resulted from the application of new or revised position classification standards or the correction of a classification error. A current registrant who is promoted, other than on a temporary basis, will be deleted from the PPP.

e. Nondisplaced overseas employees completing one or more tours and the positions to which they have return rights are abolished and their return would initiate a RIF, resulting in a separation or demotion at the stateside activity where return rights exist, have the following options:

(1) Priority 2 registration across component lines at the current grade or the grade to which return rights exist, whichever is higher; or

(2) Exercise return rights.

NOTE: Registration under this provision is subject to the same time constraints set forth in paragraph C 2 a through c above and the limitation set forth in Chapter 3, paragraph B 8 to three GS grades or equivalent below the highest grade.

f. Eligible DoD nondisplaced employees of the DoD Dependents School System, Joint and Unified Commands, and International Organizations have the option of registering in the PPP as employees of the servicing component (Army, Navy or Air Force) or under component code D for other DoD activities, as indicated in Appendix C. Once the employee has exercised this option, he or she cannot later file maintain or, in effect, change the component designation.

(Chap 6, Para D)

D. SPECIAL POLICY REGARDING BOTH DISPLACED AND NONDISPLACED OVERSEAS EMPLOYEES

1. A displaced or nondisplaced overseas employee who, prior to 1 September 1977, accepted a lower grade to go overseas from a DoD position without return rights at the higher grade, and who has not been repromoted to that grade while employed overseas, may be registered for the grade level held immediately preceding the overseas service. Overseas DoD employees who, prior to 1 September 1977, were demoted to a lower grade without personal cause while employed overseas, and who remained overseas, may be registered for the grade from which demoted.

a. The area of referral at the higher grade is limited to activities in the United States and Puerto Rico (and Guam for those whose home of record is Guam). Placement at the higher grade level will be treated as an exception to the merit promotion procedures.

b. The policy of permitting registration at grades higher than current grade is not applicable to those employees who have gone overseas after 1 September 1977, nor to those who have received a demotion overseas after 1 September 1977.

2. When a function with which an employee who has overseas return rights was associated at the time of departure for overseas duty is transferred to another activity and if the employee would have been transferred under the provisions of the Office of Personnel Management (OPM) and this manual if he had not been assigned overseas, the gaining activity shall assume the obligation to restore the employee. If the employee would not have been transferred with the function, the losing component shall retain the responsibility to extend the employee the rights to which entitled.

3. When an overseas employee's stateside job to which return rights exist is functionally transferred to another geographic area, the employee, whether displaced or nondisplaced, may decline to exercise return rights to any grade and be registered in the PPP for placement in the stateside geographic area from which the function was transferred. At the time of registration, the overseas CPO will (a) obtain a written statement from the employee specifying that the employee does not desire to exercise return rights to the new location and (b) notify the stateside activity to which the employee had return rights that the employee has relinquished this right.

(Chap 6, Para E)

E. STOPPER LIST AND REFERRAL RESUMES

1. Each "A" coded overseas civilian personnel office assigned an activity code will receive a biweekly Stopper List applicable only to the receiving activity. *

2. The first page of the Stopper List contains the four-character activity code and the address of the receiving activity. The second and succeeding pages, identified as Part I, reflect positions by pay group, series, title, option codes(s) if any, grade and priority of personnel registered in the PPP who have selected the activity. Part II will contain the resumes of the registrants whose skills are reflected in Part I. The resumes are listed in order of the priority of the registrants - all Priority 1 registrants listed first, then all Priority 2, and then Priority 3 registrants.

3. In order to apply the Stopper List, vacancies in continuing uncommitted positions must be matched against the skills shown on the Stopper List.

a. If a match occurs, offers must be made in the order of the priorities of the registrant(s) having the skill.

b. Within the same priority groupings, offers will be made after considering such factors as registrant qualifications, geographic area, owning component and costs.

4. A Stopper List with accompanying resumes will be applied against vacancies until a subsequent Stopper List is received.

a. Each new Stopper List will be applied against all existing vacancies. If an offer of a position has been made to a registrant referred by a previous Stopper List, the subsequent Stopper List will not be applied unless the registrant to whom the offer was made is not available. If the registrant is not available, subsequent resumes will be applied and offers made to the referred registrants, if required, by reason of their priority.

b. Under no circumstance will a commitment to a registrant be withdrawn without prior approval of the Zone Coordinator.

5. PPP registrants referred to overseas activities will not displace employees serving under overseas limited appointments, nor dependents of military and civilian employees who are serving under time limited appointments. However, Priority 1 and 2 registrants will displace other temporary appointees, temporary promotees, and reemployed annuitants, (except trial retirement annuitants), occupying continuing positions.

(Chap 6, Para E6)

6. In Guam, vacancies will be filled by locally available qualified United States citizens without regard to Stopper List referrals, except when the following are also available:

- a. Displaced PPP registrants of activities in Guam, or
- b. Displaced PPP registrants in any theater whose home of record is Guam, or who last resided in Guam.
- c. Any nondisplaced overseas returnees whose home of record is Guam.

F. PAYMENT OF TRANSPORTATION EXPENSES FOR OVERSEAS REGISTRANTS

1. Payment of transportation and moving expenses of registrants placed in overseas areas will be in accordance with Chapter 1, Volume 2, of the Joint Travel Regulations.

2. When a registrant is placed within a Defense component, e.g., between Army activities, the releasing activity will pay necessary costs incident to the registrant's move.

3. When a registrant is placed in a different component within foreign areas, e.g., from an Army activity to a Navy activity, the gaining activity will pay necessary costs incident to the registrant's move. (Gaining activities must pay such costs because of the statutory limitation in 5 US Code, Chapter 57, Section 5724(e), relating to transfers between components.) In placements to non-foreign areas, the losing activities will pay necessary costs.

4. A displaced employee, not serving under a transportation agreement, who is placed through the PPP in a position within the overseas theater involving relocation is eligible for a transportation agreement, and thereby entitled to return travel to the United States, and transportation and other related allowances.

5. When reimbursement for temporary quarters and miscellaneous expenses cannot be authorized by the losing activity under the Joint Travel Regulations, such costs are to be borne by the gaining activity when an employee is placed with the gaining activity under the PPP from an overseas assignment. (Reference JTR, Volume II, Paragraph C1052.)

(Chap 6, Para G)

G. NONDISPLACED OVERSEAS FAMILY MEMBER EMPLOYEES

1. Eligibility. Nondisplaced employees in Alaska and Hawaii and outside the United States serving with career/career-conditional status, former employees with personal competitive status who were employed during their current overseas tour within ninety days prior to their return to the United States, and nondisplaced excepted employees with personal career/career-conditional status, who are family members of DoD personnel or Panama Canal Commission personnel, may be registered for placement in the United States. Conditions under which registration is authorized are that the sponsor has received official notification that: he/she is receiving another active duty assignment in the U. S.; he/she is receiving another assignment to another overseas location where family members are not permitted; he/she is being involuntarily separated from his/her overseas post of duty through no fault of his/her own; he/she is retiring or being otherwise separated; he/she is being evacuated from the overseas area. Family members who become their own sponsor or subject to an overseas employment rotation agreement, who are eligible for PPP registration, may be registered in the PPP using the standard criteria.

* NOTE: Family members of Panama Canal Commission personnel will be treated the same as family members of DoD personnel even though it would appear they have registration eligibility in their own right.

a. The overseas civilian personnel office will complete the DD Form 1817, Registration, using a United States activity as the selected servicing CPO. The activity will be selected using the following criteria:

(1) The servicing DoD activity where the sponsor is reassigned.

(2) The nearest servicing DoD activity of the same component in the vicinity of the newly assigned location of sponsor, or home of record, if going to home of record.

(3) The largest servicing DoD activity in the vicinity of the newly assigned location of sponsor, or home of record.

b. In the Special Qualifications spaces, enter the overseas activity code followed by "Overseas Family Member."

c. The high grade for any skill cannot exceed the registrant's current grade level.

(Chap 6, Para Gld)

d. The total period of registration may not exceed 1 year.

(1) The Separation Date or Effective Date, Element (44), will be the beginning date of the registrant's LWOP period.

(2) The Release Date, Element (45), will be 1 year from the date LWOP begins. *

e. The area of referral will be limited to those activities within the commuting area of the sponsor's new assignment, or the family member's home of record.

f. The overseas activity will counsel family members of their responsibility to present the DD Form 1817, Registration, to the selected stateside activity's CPO. Overseas CPOs registering eligible family member employees in the PPP will provide the registrant with a completed SF-75, Request for Preliminary Employment Data, or equivalent, which the individual will hand carry to the stateside servicing CPO along with the DD Form 1817. *

g. The stateside activity will be responsible for:

(1) Verifying all information contained on the form is accurate. (CPO signature is required on all DD Forms 1817 submitted through mail).

(2) submitting by BBS or mail the registration form to DDSC for computer processing,

(3) submitting file maintenance, to keep registration data current, and

(4) submitting the appropriate report actions. The registrant will automatically be deleted from the Program at the end of the 1 year period as coded in Element (45) on the Registration Form, unless previously placed or otherwise deleted from the Program. *

h. Gaining stateside CPOs will immediately send a copy of the SF 50 affecting the placement action to the losing overseas activity.

2. EO 12362 Eligibles. Nondisplaced family member employees working outside the United States, serving on appropriated fund positions under local hire appointments, or former employees who are family members of DoD personnel and meet the appointment eligibility of EO 12362, as amended, may be registered for placement in the United States.

(Chap 6, Para G2a)

a. The overseas CPO will complete the documentation required under EO 12362 and the DD 1817 Registration and select a US activity as outlined in Gla above.

b. In the Special Qualification spaces, enter the overseas activity code followed by "EO 12362 eligible."

* c. All other provisions of Chap 6, Para G apply, except that the separation Date, Element 44, will be the family member's date of registration. The Release Date, Element 45, will be 1 year after the Separation Date.

3. Assignment of Priority - Eligible nondisplaced overseas family member employees will be registered as Priority 3.

H. EXCEPTED - INDEFINITE FAMILY MEMBER EMPLOYEES

1. Overseas Family Member employee serving on a non temporary (including Excepted-Indefinite) appropriated fund appointment whose military or civilian sponsor is affected by base closure or severe personnel reduction at an overseas installation, can register in the DoD Priority Placement Program as a Priority 3, for referral to activities within the commuting area of the sponsor's new overseas duty assignment. Registration must be for activities within the overseas theater and may NOT be stateside activities. The Family Member can, if eligible on the basis of his/her own displacement, be registered under the normal provisions of the PPP, at a higher priority, based on the severity of the action. The following specific conditions apply to this special registration authority:

a. Referral will be to DoD activities in the commuting area of the sponsor's new duty location and across component lines.

b. Eligible Family Member employees will be registered for a maximum period of 1 year from the date of registration. This eligibility is applicable whether the employee is or is not on leave without pay. Registration will be accomplished within 7 working days after arrival at the sponsor's new duty station.

2. Registration Responsibilities.

a. The registering activity will be the activity at which the sponsor's new servicing Civilian Personnel Office is located. If the sponsor's servicing CPO is not within the commuting area of the duty location, then the employee may register with any DoD CPO within his/her commuting area, with preference to a CPO of the same component.

(Chap 6, Para H2b)

b. The releasing (losing) activity will complete the registration form, DD Form 1817, in accordance with Chapter 8 of this manual. The following elements will be left blank; 03, 44, 45 and 64. Element 42 is to be annotated with "Excepted - Indefinite Family Member."

c. The Family Member will handcarry the partially completed DD Form 1817 to the new servicing Civilian Personnel Office.

d. The registering activity Civilian Personnel Office will complete the DD Form 1817, i.e., elements 03, 44, 45 and 64, and forward the completed form to the Defense Data Support Center, 1507 Wilmington Pike, Dayton, OH 45444-5310.

3. Stopper List and Referral Resumes. For details on how Stopper Lists and referral resumes will be issued, see Chapter 6, para. E in this manual.

4 Except as modified, herein, the provisions set forth in this manual apply to the registration and referral of these Family Members at overseas locations.

CHAPTER 7**OVERSEAS EMPLOYMENT PROGRAM
(Program B)****A. PURPOSE**

The Overseas Employment Program (OEP) provides a source of fully qualified applicants for vacancies at DoD overseas activities. Registration in the OEP is open to certain current and former Federal employees. The program is operated as an adjunct to the Priority Placement Program and utilizes the same registration, file maintenance, report action, and requisitioning procedures as that program.

B. LOCATIONS AND POSITIONS COVERED

This program is applicable only to the geographical locations and position categories included on the OEP Acceptance List and the Positive Recruiting List.

1. Positions listed on the Acceptance List are those identified by the Components as projected vacancies which may be available on a recurring basis during the coming year, or which are normally difficult to fill when vacant. Some of the positions listed will be available for registration only for employees of the component having the position. These positions will be identified by an "N" in the column headed "CONSID". (This means, "No, the Component will not consider employees of other components") The component having the position will be identified under the column headed "COMP". ("A" for Army, "F" for Air Force, "N" for Navy, "S" for DLA) Positions identified by a "Y" in the column headed "CONSID" will be available to all registrants, regardless of the component having the position. The Acceptance List is normally updated annually.

2. Positions listed on the Positive Recruiting List represent actual vacancies for which fewer than ten candidates were available in the OEP inventory when a vacancy requisition was submitted by an authorized recruiting office. Positions remain on the Positive Recruiting List until 10 registrants are referred, or 90 days have elapsed since the position(s) was placed on the list, or the requisition is canceled by the recruiting component, whichever occurs first. Registrations will be accepted for these positions only while they are on the list, unless the same position(s) also appears on the current Acceptance List. Symbols are used on the Positive Recruiting List to explain certain conditions. The pound sign (#) indicates that the component will consider registrants from all applicable sources. The asterisk (*) indicates the position does not appear on the current Acceptance List and it is not to be added to that list, since it

(Chap 7, Para B2 cont'd)

represents a one-time recruiting need. The plus sign (+) indicates that the position does not appear on the current Acceptance List but it is to be added to that list and registrations will continue to be accepted for that position after it is removed from the Positive Recruiting List. A new Positive Recruiting List is issued every two weeks.

3. Applicants may be registered for up to three skills and only for those positions, grade levels (high and low grades), options (if any) and countries indicated on either list. The high and low grade for which registered must be within the span of grades listed for the skills.

C. REGISTRATION GUIDELINES

1. Candidates currently employed within the Department of Defense, who meet all eligibility requirements for registration, will be registered by the candidates' servicing civilian personnel office.

2. Candidates employed by other Federal agencies and those not currently in the Federal service but who have reinstatement eligibility will be registered by the DoD civilian personnel office at which they make application for the Program. They will be registered ONLY for those skills - pay group, series, grades, options (if any) - and countries on either the current OEP Acceptance List or current Positive Recruiting List for which they are fully qualified and which are identified as being available to all registrants, regardless of component designation. (See Paras B1 and 2 above)

3. Current employees of the Department of Defense may be registered for any skill - pay group, series, grades, options (if any) - and country listed by their component on either the current OEP Acceptance List or current Positive Recruiting List for which they are fully qualified and for skills listed by other components on either list which are identified as being available to all registrants, regardless of component designation. (See Paras B1 and 2 above)

4. Registrants for positions appearing only on the Positive Recruiting List whose skill(s) - pay group, series, grade(s), option(s) (if any) - and/or area of referral are no longer valid, will be removed from the Overseas Employment Program by computer at the Defense Data Support Center after the position is removed from the Positive Recruiting List. A Resume Release Listing indicating that the registrant was removed because of invalid skills will be forwarded to the registering activity. Registrants for positions appearing only on the Positive Recruiting List, as well as positions appearing on the current Acceptance List, will have their resumes file maintained by computer at the Defense Data Support Center to remove any invalid

(Chap 7, Para C4 cont'd)

skills and/or countries after such positions are removed from the Positive Recruiting List. A new resume audit showing the registrant's current resume data and indicating that it was file maintained by the Defense Data Support Center will be forwarded to the registering activity.

D. ELIGIBILITY FOR REGISTRATION

1. The following persons, residing in the United States, Puerto Rico, or Guam, and who have reached their 18th birthday, are eligible for registration:

a. Current Federal career or career-conditional employees and excepted employees having personal career or career-conditional status.

b. Former Federal employees eligible for reinstatement into the competitive service.

c. Current employees in Guam, Puerto Rico, Hawaii and Alaska serving under a transportation agreement. However, these employees must either, (1) complete their first tour of duty, or (2) complete at least one year of their current tour, following reemployment leave travel, before they are eligible for registration in the OEP.

2. The following persons are not eligible for registration in the OEP:

a. Persons residing in a foreign country.

b. Reemployed annuitants or former Federal employees who are receiving an annuity based on optional retirement.

E. SPECIAL REQUIREMENTS

1. Registrants must be available for overseas assignment within 30 days after acceptance of an offer.

2. Selected registrants will be required to sign an agreement to remain at the overseas location for at least one full tour of duty.

3. Registrants selected for employment in a foreign area will be required to sign an agreement to return to the United States within 5 years after overseas employment begins.

4. Selected registrants who are members of the National Guard or Reserve Forces will be required to obtain a written release from their unit.

(Chap 7, Para E5)

5. Registrants who are unable or unwilling to travel by Government aircraft and/or nonscheduled commercial airlines will not normally be eligible for selection at most overseas locations.

6. Current Federal employees will not be registered or re-registered into the program within one year after appointment, transfer, or permanent change of station into their present employment without the concurrence of the servicing civilian personnel office.

F. REGISTERING ACTIVITY PROCEDURES

Civilian personnel offices at DoD activities will be responsible for the following:

1. Publicizing the Overseas Employment Program on a continuing basis in appropriate activity publications and other local media.

2. Providing an informational service to the workforce, including remote serviced activities, to reinstatement eligibles, and to employees of non-DoD Federal agencies. Relevant information would include overseas locations and the kinds of positions available and for which registration is acceptable.

3. Responding to inquiries from and providing registration assistance to potential OEP registrants.

4. Determining applicants' qualifications and suitability for registration in the OEP, as follows;

a. Identify those skills on the current Acceptance List or Positive Recruiting List, if any, for which applicants are fully qualified under applicable Office of Personnel Management qualification standards.

b. Obtain sufficient information to determine if applicants should be recommended for an overseas assignment. Questionable behavior, performance, or past misconduct are sufficient grounds for disqualifying an applicant. There should be a clear indication that an applicant has the ability to (1) work as part of a team, (2) adjust quickly and easily to changing conditions, and (3) appears to be emotionally stable.

c. Disqualify any applicant who may be lacking in any way in meeting full technical qualifications or who is a known questionable risk with respect to suitability. Inform the applicant of his/her ineligibility and terminate further action on the case. Maintain documentation which supports the ineligible determination.

(Chap 7, Para F5)

5. Obtaining remaining registration data, enter on registration form, and submit to DDSC.

6. Processing or assisting in processing registrants selected for overseas assignment.

7. Notifying DDSC of each placement effected by submitting the required Report Action (see Chapter 11).

8. Advising each registrant at the end of the eleventh month of registration (upon receipt of Update Notification from DDSC) that registration will be terminated unless the registrant wishes to remain in the Program for an additional year. Submit updated DD Form 1819, File Maintenance, with additional experience or training acquired during the preceding year. If no data has changed, complete any element of DD Form 1819 and this will serve to extend registration for an additional year.

9. Reviewing current Acceptance List and Positive Recruiting Lists in order to add new skills and locations of current registrants or to terminate registrations when there are no skills for which the registrant is qualified or locations acceptable to the registrant.

10. Deleting registrants who move to another Federal activity by submission of Report Action Code 11. The new DoD employer or the civilian personnel office to which an applicant from another Federal agency applies will determine whether or not the applicant is eligible for registration or reregistration.

G. REQUISITIONING ACTIVITY PROCEDURES

Overseas civilian personnel offices and/or designated Overseas Recruiting Offices are responsible for the following:

1. Submitting vacancy requisitions to DDSC to obtain resumes of registrants qualified for positions at their activities. (See Chapter 10)

2. Making inquiry of availability of candidates referred. Inquiry is to be made through the registering civilian personnel office when the registrant(s) is employed by the installation serviced by such office. If the registrant(s) is not currently employed in DoD, the requisitioning activity will deal directly with the applicant. Accompanying each inquiry will be information on the duties of the position, special physical or qualification requirements, housing, concurrent travel eligibility, shipment of privately owned vehicles, local customs, pay differentials and allowances.

(Chap 7, Para G3)

3. Notifying DDSC of the results of each referral made by completing and returning Part A of each DD1820 (see Chapter 11) within 60 calendar days.

H. AUTODIN PROCEDURES

Overseas Civilian Personnel Offices having AUTODIN capability may utilize that system to requisition against the OEP inventory. The basic AUTODIN procedures outlined in Chapter 12 would be applicable, with some modification.

CHAPTER 8**INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM****A. REGISTRATION**

DD Form 1817, Program for Stability of Civilian Employment Registration, will be used by DoD civilian personnel officials to register persons into any of the programs covered by this manual. If an individual is eligible for and wishes to be registered in any of the Priority Placement Programs and the Overseas Employment Program, two registration forms must be completed and submitted to DDSC. Instructions for completing the form for each particular program are found in this chapter and in the appropriate appendix, as well as on the form itself. Upon completing the registration, the form should be mailed to:

Defense Data Support Center
ATTN: DDSC
1507 Wilmington Pike
Dayton, Ohio 45444-5310

B. SECTION A - PERSONAL DATA (Complete for all Programs)

This part of the Registration Form will be completed for all registrants, regardless of the program in which they are to be entered. Starting with the Social Security Number, each element of information on the form is preceded by a number in parentheses. This number is the "Element Number" assigned to that particular information and the appropriate number will be referenced throughout these instructions. A completed sample of DD Form 1817 is included at the end of this chapter.

1. The registration form provides for the registering civilian personnel office's address and commercial and/or AUTOVON telephone numbers at the top of the form. Typewriter, ink, or stamp may be used to enter this information, which is for visual identification in handling the form. This data is not entered into the computer.

2. SOCIAL SECURITY NUMBER - Element (01) - The Social Security Number is the primary identification source for every registrant.

(Chap 8, Para B3)

3. ITEM 1 - PROGRAM - Element (02) - In order to identify the program in which the individual is to be registered, specific codes have been assigned, as follows:

Code A - Priority Placement Program (PPP)
Code B - Overseas Employment Program (OEP)
Code R - DoD Placement Plan for Employees Under Grade Retention
Code C - Air Force Status Quo Program
Code G - National Guard Technician Disability Placement Program
Code D - Army Military Technician Program
Code F - Army Family Member Priority Placement Program
Code S - Military Spousal Preference Program
Code K - National Guard Technician Employment Program

Enter the appropriate code identifying the Program in which registration is desired.

4. ITEM 2 - REGISTERING ACTIVITY CODE - Element (03) - The registering activity's assigned four-character code must be entered. Only those servicing Civilian Personnel Offices assigned activity codes with an "A" suffix may register persons in any of the programs.

5. ITEM 3 - IDENTIFICATION DATA - Elements (04) through (10).

a. NAME - Element (04) - Enter registrant's last name, first name, and middle initial, in that order. The last name will be completed and as much of the first name and middle initial as available spaces will allow. One blank space will be left between the last name and first name, and first name and middle initial.

b. STREET OR MAILING ADDRESS - Element (05) - Enter registrant's current street, or mailing address. Abbreviations may be used to conserve space, i.e., St for Street, Ave for Avenue, Blvd for Boulevard, Apt for Apartment, Dr for Drive, etc. This element may be left blank for registrants from overseas activities.

c. CITY - Element (06) - Enter the city in which the street address is located. This element may be left blank for registrants from overseas activities.

d. STATE (COUNTRY CODE FOR OVERSEAS EMPLOYEES) - Element (07) - Enter the appropriate state or country code from Appendix C for the registrant's current address.

e. ZIP CODE (APO/FPO NUMBER FOR OVERSEAS EMPLOYEES) - Element (08) - Enter the Zip Code for registrant's address. For overseas employees, enter appropriate APO/FPO number.

(Chap 8, Para B5f)

f. TELEPHONE NUMBER AND EXTENSION - Elements (09) and (10)
- Enter the registrant's telephone number. Include Area Code and extension, if applicable. If overseas, start at first box after element number and continue right.

6. ITEM 4 - CURRENT OR LAST FEDERAL EMPLOYMENT - Elements (11) to (15)- Enter data applicable to current permanent or last permanent Federal employment.

a. COMPONENT CODE - Element (11) - Enter appropriate code from Appendix C of present or former Federal employer.

b. PAY GROUP - Element (12) - Enter pay group. If pay group of current or last employment consists of three or more characters, enter the first two characters in the spaces provided.

c. SERIES - Element (12) - Enter the series in the five spaces provided. If registrant's series consists of less than five characters, leave extra spaces blank.

d. GRADE - Element (12) - Enter grade. Two spaces are provided for the grade. Grades under 10 should be preceded by a zero (0), i.e., Grade GS-7 would be entered as 07.

e. POSITION TITLE - Element (13) - Beginning in the left hand space, enter as much of the registrant's job title and option, if any, as possible. Leave blank space between segments of title and option.

f. NATURE OF WORK - Element (14) - Code nature of work in which employed. Leave blank if registrant does not properly belong in one of these four groups.

NATURE OF WORK CODES

Code S - Staff - duties performed in support of a Headquarters, Administrative Office or Management function.

Code O - Operations - duties performed in the actual accomplishment of mission operations.

Code R - Research and Development - duties performed in study and investigation undertaken to establish facts or principles and use of gained information in development of a finished product or system.

Code T - Trainee - Management Intern or other similar formal training program.

g. SALARY - Element (15) - Enter the registrant's current or last annual salary. For hourly employees, compute annual salary by multiplying 2087 hours times hourly rate.

(Chap 8, Para B7)

7. ITEM 5 - STATISTICAL INFORMATION - Elements (16) through (29) (Elements (16) through (20) may be left blank, at registrant's option.)

a. DATE OF BIRTH - Element (16) - Birth date will be year, month and day coded in that order.

b. SEX - Element (17) - Enter M for Male or F for Female.

c. HEIGHT - Element (18) - Enter height in inches.

d. WEIGHT - Element (19) - Enter weight in pounds. Leave unused space blank for less than 100 pounds.

e. MARITAL STATUS - Element (20) - Enter M for Married if registrant is married or S for single if registrant has never been married, is divorced, or is a widow or widower.

f. PHYSICAL HANDICAP - Element (21) - Enter the applicable two-digit code listed in Appendix C.

g. EDUCATION - Element (22) - Enter one of the following codes to indicate schooling completed:

- 1 - Non-high school graduate
- 2 - High School graduate (or equivalent)
- 3 - Some college - no degree
- 4 - Junior College - 2 years
- 5 - College graduate

h. DEGREE - Element (23) - If a 5 is entered in Education, enter one of the following codes to indicate the degree held by the registrant:

- B - Bachelor's Degree
- M - Master's Degree
- D - Doctorate Degree

If a 4 is entered in Education, Element (22), degree may be blank or coded A for Associate Degree, if registrant has such degree.

If codes 1, 2, or 3 are entered in Education (Element 22), degree will be left blank.

i. FSEE ELIGIBLE - Element (24) - Leave blank, no longer applicable.

j. YEAR - Element (25) - Leave blank, no longer applicable.

(Chap 8, Para B7k)

k. SERVICE COMPUTATION DATE - Element (26) - This is the date used to determine the amount of creditable Federal Service for reduction-in-force purposes excluding any additional credit for performance ratings, whether an employee with career/career-conditional status or an excepted employee with personal career/career-conditional status. Date determined will be year, month, and day, and will be coded in that order. Enter last two digits of year, 01 through 12 for month, and 01 through 31 for day, as appropriate. Leave these spaces blank for OEP reinstatement applicants and E.O. 12362, as revised by E.O. 12585, eligibles.

l. SECURITY CLEARANCE - Element (27) - Enter one of the following codes which describes the Security Clearance granted by Department or Agency. Leave blank if none granted. Leave these spaces blank for OEP reinstatement applicants.

V - Crypto
T - Top Secret
S - Secret
C - Confidential

m. TENURE GROUP - Element (28) - Career, Career-conditional, and excepted employees will be coded with a tenure group and subgroup code to correspond with those outlined in FPM Chapter 351, Subchapter 3, as follows:

1A - Career Veteran (includes preference eligible having compensable service connected disability of 30% or more)

1B - Career Non-Veteran

2A - Career-Conditional Veteran (includes preference eligible having compensable service connected disability of 30% or more)

2B - Career-Conditional Non-Veteran

3A - Excepted Veteran (includes preference eligible having compensable service connected disability of 30% or more)

3B - Excepted Non-Veteran

*

Leave these spaces blank for OEP reinstatement eligibles and for excepted non-status employees registered in the Retained Grade Employee Program (R) and E.O. 12362, as revised by E.O. 12585, eligibles.

NOTE: If an individual who is a career or career-conditional employee at the time of initial registration in the OEP is later separated and becomes a reinstatement eligible and still meets the criteria for

(Chap 8, Para B7m cont'd)

registration in the OEP, the Service Computation Date, Security Clearance, and Tenure Group are to be deleted from the registrant's resume by submission of file maintenance in accordance with Chapter 9 and Federal Civilian Service data (Component, Element (56), Total Month's Service, Element (57) Year Separated, Element (58)), should be added.

8. ITEM 6 - SPECIAL AWARDS - Element (29) - Enter the appropriate code, Y for Yes or N for No, to indicate whether registrant has received any special awards during the past 10 years which are pertinent to qualifications for the position(s) for which the registrant is being registered.

9. ITEM 7 - DEMOTION WITHOUT PERSONAL CAUSE - Elements (30) and (31) (EMPLOYEES ENTITLED TO SPECIAL CONSIDERATION FOR REPROMOTION OR POSITION CHANGE DUE TO RECEIPT OF GRADE OR PAY RETENTION BENEFITS.) This item will be completed only when the registrant is entitled to special consideration for repromotion or position change because of receiving grade or pay retention benefits due to involuntary placement in a lower grade position for reasons such as reduction in force, correction of classification error, return from overseas, or declination of functional transfer.

a. PAY GROUP - Element (30) - Enter the first two characters of the pay group from which demoted.

b. SERIES - Element (30) - Enter series from which demoted beginning in first space at left in five spaces provided. If series contains less than five digits, leave extra spaces blank.

c. GRADE - Element (30) - Enter two digit grade from which downgraded (for example, GS-6 would be coded as 06).

d. COMPONENT - Element (30) - Enter the appropriate component code from Appendix C to reflect the agency in which the registrant was downgraded.

e. TITLE - Element (31) - Enter from left to right the position title and option, if any, held at the time of the downgrade. Leave blank space between segments of the title and option.

10. ITEM 8 - RESERVE TECHNICIAN - Element (32) - This item will be completed only when a DoD employee is registering in the PPP. Do not complete for registrations in the OEP.

Enter Code Y for Yes or Code N for No to indicate whether the registrant is tentatively eligible for and willing to actively participate as a Reserve Technician as a condition of employment.

(Chap 8, Para B11)

11. ITEM 9 - DISPLACED EMPLOYEE PROGRAM - Element (33) - Enter Code Y for Yes or Code N for No to indicate whether the registrant meets the requirement for placement assistance under the Office of Personnel Management Displaced Employee Program as defined in FPM Chapter 330, Subchapter 3. If a displaced employee scheduled for separation or an eligible family member is available for a temporary position of less than one year in duration in the commuting area, enter T rather than Y or N.

12. ITEM 10 - JOB EXPERIENCE - Elements (34) to (36) - Enter the time period, from year and month to year and month, (cannot be left blank nor can the word "present" be used) job title and nature of work code, or work experience obtained. (These codes are defined in Paragraph B6f of this Chapter.) This experience may be with the Federal Government or private industry and should be entered in chronological sequence with most recent experience listed first in Element (34). *

13. ITEM 11 - SKILLS - Elements (37) to (41)

a. This item provides for registration for up to five skills in the PPP, or for up to three skills in the OEP. Procedures outlined in Paragraph g below will be used for PPP registrations and the procedures in Paragraph h below will be followed for OEP registrations. Paragraphs b through f below apply to either the PPP or OEP, as appropriate.

b. Registrants who are to be rated for Wage Grade skills will be rated under the Job Element procedures contained in OPM Handbook X-118C, Job Qualification System for Trades and Labor Occupations. Civilian personnel officials should consider the knowledges, skills, and abilities in determining the Wage Grade positions for which an employee is to be registered. Registrants who have basic eligibility for a Wage Grade position under the Job Element method should qualify for the same position at another installation. Requirements for like Wage Grade jobs throughout DoD should be similar. The prime consideration will be the registrant's ability to do the work, and eligibility for the position will be determined on that basis. General Schedule employees may be registered for those acceptable Wage Grade positions for which fully qualified and gaining activities will make determination whether the offer constitutes a promotion based on their local wage scale.

c. Registration in the Program can be effected for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and special Wage Grade pay systems, e.g., WD, WJ, WK, etc., with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and the statement "Available for GM Position" must be included in element 42 or 43 on DD Form 1817 when the registrant is available for such positions.

(Chap 8, Para B13d)

* d. Registering civilian personnel officials have the responsibility to determine and register individuals for those series and grades (not to exceed the present grade) for which fully qualified. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator.

e. If the registrant has less than five skills, complete only those required and leave the remaining elements blank. If an employee has more than five skills, the five most likely to provide an opportunity of continued employment in the registrant's selected area(s) should be used.

f. A registrant who, at the time of registration in the PPP or the OEP occupies a position or has occupied a position within the past three years, for which a performance test is required will be considered as having met the performance test requirement if performance has been satisfactory. Other registrants, who have not occupied such positions or passed required performance tests within 36 months preceding registration, will not be registered for positions requiring a performance test until test requirements have been satisfactorily met. In accordance with X-118, proficiency requirements may be met for Clerk Typist, Clerk Stenographer, Data Transcriber and positions with parenthetical titles of (Typing), (Stenography), or (Data Transcription) by self certification of the registrant. However, it's important that activities use judgment, in that, individuals must have something in their background that supports the self certification.

g. PRIORITY PLACEMENT PROGRAM - Skills 1 through 5 provide spaces for registering an employee for up to five skills and grades (not to exceed the current grade) for which the registrant meets appropriate Civil Service qualification standards and which are acceptable to the registrant except as stated herein. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. Qualifications standards used for RIF assignment are not to be automatically used for qualification determinations in the PPP. As a rule, a significant factor in the selection of skills for registering is recency of experience. This factor will be considered carefully in the skill registration process. Under no circumstance will a person be registered in the Program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements. The following procedures should be followed in completing skills 1 through 5 for PPP registrations.

(Chap 8, Para B13g(1))

(1) Pay Group - Enter the appropriate pay group. (Use GS in lieu of GM)

EXAMPLES: GS (General Schedule), WG (Wage Grade), WL (Wage Leader), WS (Wage Supervisor), WM (Maritime), WN (Production Facilitating-Supervisory).

(2) Series - Enter the series in accordance with OPM Classification Standard Handbooks. Enter series from left to right beginning in the first space of five spaces provided. For series less than five digits, leave unused spaces blank.

(a) Employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades 1, 2, 3, or 4 are as follows: 1) GS-300 without an option will be used for employees who are available for all series, covered by the standard, that do not require specific proficiency (i.e., typing, steno, etc.) 2) GS-300 with an appropriate option code (i.e., typing - TYA, stenography - STC, or data transcriber - DAT) will be used for employees who are available for all covered series with the same proficiency requirements or option codes (i.e., GS-300 TYA should be used for employees available for any occupational series covered by the standard which requires typing proficiency). 3) Employees who do not desire consideration for all series, but who want consideration for one or more specific covered series, must be registered for each individual series on separate skill lines (include option codes as applicable).

(b) Registrants, who qualify for non-supervisory Wage Grade positions and wish to be considered for all Wage Grade series that do not require motor vehicle or sewing machine operation may be registered for WG-00000 grades 1 through 4 (not to exceed current grade). Such employees may also be registered for specific series for which qualified at grade levels not to exceed current grade.

(c) Registrants who are qualified for a Trades and Crafts Helper position, WG-5 level, and wish to be considered for all Trades Helper positions WG-5 may be registered for WG-01111. Registration in the WG-01111 is limited to the WG-5 level. Such employees may also be registered for specific series for which qualified but in either instance not to exceed current grade.

(3) Option Codes - Enter the appropriate three character option code(s) from Appendix D. Only those option codes appearing in Appendix D may be used for PPP registration. Option Codes are to be used only with the General Schedule series under which they are listed, with the exception of TRA, Trainee Option, which may also be used with Wage Grade series.

(Chap 8, Para B13g(3)(a))

(a) Specific option codes for specific series are listed in Appendix D. They identify special skill requirements for positions for which registrants are permitted to register, provided they qualify. The option codes are purposely limited to those series for which the components indicated a need for further description. If only one option code is necessary to describe the registrant's qualifications, enter it in the first three spaces provided. A combination of two options may be used with appropriate skills, as long as the registrant qualifies for both. If no option code is necessary to describe the registrant's qualifications or if the registrant is a generalist in the series, leave these six spaces blank. Options authorized for use with engineering series are not to be used with an engineering series which has the same definition. Example: Do not use ELD, Electronics option, with Electronics Engineer Series GS-855.

(b) The option of Trainee, Option Code TRA, in Appendix D, may be coded with any General Schedule or Wage Grade series. Its purpose is to identify skills of registrants who are currently in formal training programs (such as, apprentice, worker-trainee, management intern, etc.).

(c) The options of Typing, Option Code TYA, Stenography, Option Code STC, and Data Transcribing, Option Code DAT, may be used with any appropriate General Schedule Series. They are not appropriate for use with every series. For example: The Option of Typing, Option Code TYA, would not be used with a GS-201-13, Civilian Personnel Officer position. The GS-318 Secretary series must be coded with either the STC-Stenography Option or TYA-Typing Option.

* (d) Individuals showing Typing (TYA) option after any appropriate series will automatically be considered for that position not requiring typing. (Example: If an activity has a GS-303-4 vacancy, individuals registered for GS-303-4 TYA will be referred.)

(e) The GS-201, Personnel Management, and the GS-801, General Engineering series, normally have two options or no options with the following exceptions:

1 The "CPO", Civilian Personnel Officer, and the "PSM", Personnel Systems Manager, may be used as a single option with the GS 201 series. The "CPO" option code will never be used in combination with other options in the GS 201 series, whereas the "PSM" option code may be used in conjunction with another code.

2 A single commodity option code may be used with the GS 801 series. Commodity options are as follows: CHD, CST, INC, MIB, ORB, SHB, and WAB.

(Chap 8, Para B13g(3)(e)3)

3 The Trainee Option, TRA, may be entered as a single code with either series.

(f) Registrants should be counseled that pay group, series, option code(s), as well as acceptable grade(s) must match a requisition before their skills will be referred against vacant positions. For example, the registrant, who is only registered for a GS-1670-AUD-11, Equipment Specialist, Automotive Option, Grade 11, will not be referred against a vacant position at an acceptable location for a GS-1670-11, Equipment Specialist, Generalist. However, the registrant could also be registered as GS-1670-11, Equipment Specialist, with no option, provided the registrant qualifies as a generalist, and could then be referred for both positions.

(g) Registrants qualified and registered for two options in the same series as a single skill, for example, the Quality Assurance Specialist, GS-1910-11, with two options of Electrical, Code ELA, and Mechanical, Code MEA, reflected, will be referred against vacancies requiring both options or one of the two options.

(4) High Grade - Enter the highest grade, not exceeding the registrant's current permanent grade, or retained grade, if appropriate, for which the registrant qualifies under OPM standards. Under the General Schedule, grades are limited to GS-01 through 15. Do not enter a grade to which the registrant may have been temporarily promoted or a higher grade previously held, other than a Retained Grade.

(5) Lowest Grade - This will be the lowest grade for each skill for which the employee will accept an offer of continued employment, but not to exceed the equivalent of three General Schedule grades below the grade level to which permanently assigned at the time of registration. The number of grade levels between General Schedule and Federal Wage System (FWS) or between FWS positions will be determined by formula in Chapter 3, paragraph A7b. It must never exceed the high grade. Employees will not be registered for any lower grades available to them by RIF or reemployment rights assignment. For example, an employee scheduled for demotion from GS-13 to GS-11 could be registered for Grades 12 and 13. NOTE: Employees offered part-time positions in RIF will have the lowest grade computed as described in Chapter 3, paragraph A7c.

(6) Years Experience - For General Schedule skills, enter the total number of years of creditable specialized experience as defined in the appropriate OPM qualification standards. Six months or more will be counted as one full year. If the registrant has less than 6 months specialized experience in the skill, leave these spaces blank. The specialized experience shown must always equal or exceed the minimum requirement under applicable OPM Standards for the high grade for which being registered. For Wage Grade skills, enter the

(Chap 8, Para B13g(6) cont'd)

total number of years the registrant actually held such a position. If the registrant has never held the Wage Grade position, leave these spaces blank.

(7) Highest Grade Held - Enter the highest grade in the skill the registrant has held in the Federal Service. If the registrant has never held the skill in the Federal Service, leave these spaces blank.

(8) EXAMPLES:

(a) Registrant is scheduled for separation by RIF and is currently a Personnel Management Specialist, GS-201-07, is willing to accept a grade 07, has 1 year 4 months specialized experience in this skill and has not held a grade higher than GS-07 for this skill. The registrant is currently participating in a formal OPM approved training program.

		PAY GROUP		SERIES				OPTION CODES				HIGH GR	LOW GR	EXP	HIGH GR HELD			
SKILL 1	(37)	G	S	2	0	1			T	R	A		0	7	0	1	0	7

Figure 8-1. Sample skill 1, trainee.

(b) An overseas registrant, without return rights, who, prior to 1 September 1977, accepted a downgrade to go overseas from Personnel Management Specialist, GS-201-13, to Personnel Management Specialist, GS-201-12. Registrant is currently a GS-12, and is willing to accept a GS-11, has 19 years specialized experience for this skill and has not held a grade higher than GS-13. Registrant desires referral for this skill only.

		PAY GROUP	SERIES					OPTION CODES				HIGH GR	LOW GR	EXP.	HIGH GR HELD				
SKILL 1	(37)	G	S	2	0	1						1	3	1	1	1	9	1	3

Figure 8-2. Sample skill 1, overseas returnee.

(Chap 8, Para B13g(8)(c))

(c) Registrant is scheduled for demotion from Equipment Specialist GS-1670-12 (Electronics Option) to Equipment Specialist GS-1670-09 (Electronics Option). The registrant is also qualified for Equipment Specialist, Aircraft Option, grade 12 and Equipment Specialist, Generalist, grade 12. The registrant has 10 years of specialized experience for each skill. The registrant has held the GS-12 in the Electronics and Aircraft options. Registrant has never held a generalist position, nor a position requiring both options. Lowest grade acceptable is GS-11.

		PAY GROUP		SERIES				OPTION CODES				HIGH GR	LOW GR		EXP	HIGH GR HELD				
SKILL 1	(37)	G	S	1	6	7	0		E	L	D		1	2	1	1	1	0	1	2

		PAY GROUP		SERIES				OPTION CODES				HIGH GR	LOW GR		EXP	HIGH GR HELD				
SKILL 2	(38)	G	S	1	6	7	0		A	I	B		1	2	1	1	1	0	1	2

		PAY GROUP		SERIES				OPTION CODES				HIGH GR	LOW GR		EXP	HIGH GR HELD				
SKILL 3	(39)	G	S	1	6	7	0						1	2	1	1	1	0		

		PAY GROUP		SERIES				OPTION CODES				HIGH GR	LOW GR		EXP	HIGH GR HELD						
SKILL 4	(40)	G	S	1	6	7	0		A	I	B	E	L	D	1	2	1	1	1	0		

Figure 8-3. Sample skills 1, 2, 3 and 4.

h. CODING OVERSEAS EMPLOYMENT PROGRAM SKILLS - Elements (37) through (39) - DoD employees may be registered for those skills - pay group, series, grade, option (if any) - and country locations for which fully qualified which their component has entered on the OEP Acceptance List or current OEP Positive Recruiting List. These employees may also be registered for skills on those lists which have been identified as being available for registrations from non-component sources. Non-DoD Federal employees and reinstatement eligibles may only register for those skills appearing on the OEP Acceptance List or current Positive Recruiting List which are identified as being available for registrations from non-component sources. (See Chapter 7, paragraph B) The following procedures will be followed in coding Elements (37) through (39) for the OEP. Elements (40) and (41) must be left blank.

(1) Pay Group - Enter the Pay Group as it appears on the OEP Acceptance List or current OEP Positive Recruiting List.

(2) Series - Enter the series as it appears on the OEP Acceptance List or current Positive Recruiting List.

(Chap 8, Para B13h(3))

(3) Option Codes - Enter the option code(s), if any, as reflected on the OEP Acceptance List or current OEP Positive Recruiting List. Option codes other than those in Appendix D may be used for OEP registration in the manner in which they are reflected with skills on the OEP Acceptance List or Positive Recruiting List. Option codes must be used in the same combination as they appear on the OEP Acceptance List or OEP Positive Recruiting List. Leave these six spaces blank if no option codes are listed with the skill.

(4) High Grade - Enter the highest grade for which the registrant is qualified by meeting all qualification and legal requirements under current OPM regulations. This grade level may not exceed the highest grade for the position shown on the OEP Acceptance or Positive Recruiting Lists.

(5) Low Grade - Enter the lowest grade acceptable to the registrant reflected on the OEP Acceptance List or current OEP Positive Recruiting List, for the skill for which registered.

(6) Years Experience - For General Schedule skills, enter the total number of years creditable specialized experience as defined in the appropriate OPM Qualification Standard. Six months or more will be counted as one full year. If the registrant has less than six months specialized experience in the skill, leave these spaces blank. The specialized experience shown must always equal or exceed the minimum requirement under applicable OPM Standards for the high grade for which being registered. For Wage Grade Skills, enter the total number of years the registrant actually held such a position. If the registrant has never held the Wage Grade Position, leave these spaces blank.

(7) Highest Grade Held - Enter the highest grade the applicant has held in the Federal Service for the skill for which being registered. If the applicant has never held a grade in the skill for which registering, leave these spaces blank.

(8) Example - The following Skills appear on the current OEP Acceptance List and current OEP Positive Recruiting List:

TITLE	COMP	ACCEPTANCE LIST			GRADE	COUNTRY	
		PG	SERIES	OPTION		HI	JA
PRODUCTION CONTROLLER	N	GS	1152		09-12	KS	OK

TITLE	COMP	POSITIVE RECRUITING LIST			GRADE	COUNTRY	
		PG	SERIES	OPTION		RP	
PRODUCTION CONTROLLER AIRCRAFT	N	GS	1152	AIB	09		

(Chap 8, Para B13h(8) cont'd)

The registrant, a Navy employee, currently is a Production Controller, GS-1152-11, who is eligible and qualified for grade GS-12 in this skill, has 12 years and 7 months specialized experience in this skill, will accept GS-09 and desires to be registered for Hawaii and Japan for this skill. Skill 1 would be coded:

		PAY GROUP		SERIES			OPTION CODES				HIGH GR	LOW GR	EXP	HIGH GR HELD				
SKILL 1	(37)	G	S	1	1	5	2				1	2	0	9	1	3	1	1

Figure 8-4. Sample skill 1, Overseas Employment Program

This same registrant has had 4 years and 4 months specialized experience as a Production Controller specializing in Aircraft at the GS-09 level, is willing to accept a GS-09 for this skill, and is willing to accept employment in the Philippines. Skill 2 would be coded as:

		PAY GROUP		SERIES			OPTION CODES				HIGH GR	LOW GR	EXP	HIGH GR HELD						
SKILL 2	(38)	G	S	1	1	5	2		A	T	R		0	9	0	9	0	4	0	9

Figure 8-5. Sample skill 2, Overseas Employment Program

14. SPECIAL QUALIFICATIONS - Elements (42) and (43) - Enter special qualifications - licenses, training, ratings, certificates, etc. - that are related to positions for which employee is registering. This element may also be used to enter the special language skills of registrants in the OEP. Enter one letter in each box and leave one space between each word and abbreviate, if necessary. Enter in one of these elements the activity code of the overseas registering activity when completing a registration form for an overseas family member and after the activity code enter "Overseas Family Member," or EO 12362 eligible, as appropriate. For Spouse Preference Eligibles you must document eligibility (i.e., "Current Employee," "Reinstatement Eligible," or "EO 12362 Eligible" and losing activity code). If an employee is available for General Schedule supervisory position, enter "Available for Supervisory Position." If an employee is available for GM positions, enter "Available for GM positions." If currently occupying an excepted service position, enter "Available for Excepted Service Positions Only." Only data contained within the boxes will be included. *

(Chap 8, Para C)

C. SECTION B (COMPLETE FOR PRIORITY PLACEMENT PROGRAM REGISTRANTS ONLY).

This section will be completed for registrants in all Programs, except the OEP. If this Section is coded for applicants in the OEP, the registration data will be rejected by the computer.

1. ITEM 1 - SEPARATION DATE OR EFFECTIVE DATE OF CHANGE TO LOWER GRADE - Element (44)

a. Displaced Employees.

(1) Program A - For both voluntary and involuntary registrants enter the date the registrant is to be separated from activity rolls as result of RIF, base closure, failure to accompany transfer of function, or effective date of change to lower grade/part-time position, or effective date of furlough for six months or longer. Employees must be registered prior to the effective date of separation or change to lower grade or part-time position.

(2) Program R - See Appendix B

(3) Program C - See Appendix F

(4) Program D - See Appendix J

b. Nondisplaced Overseas Employees.

(1) For nondisplaced employees returning to CONUS after completion of one or more tours, the date must be left blank.

(2) For nondisplaced employees who are family members of DoD personnel, enter the date LWOP begins.

(3) For nondisplaced employees, or former employees who meet the appointment eligibility of EO 12362, as amended, who are family members of DoD personnel, enter the family member's date of registration.

c. Special Programs

(1) Panama Canal Commission - See Appendix E.

(2) National Guard Technician - See Appendix G.

(3) Department of the Army Family Member Priority Placement Program - See Appendix A.

(4) Military Spouse Preference Program - See Appendix I

(5) National Guard Technician Employment Program - See Appendix K.

(Chap 8, Para C2)

2. ITEM 2 - RELEASE DATE - Element (45)

a. Displaced Employees.

(1) Program A - This date will be 12 months following the date the registrant affected by RIF is to be separated from activity rolls or the effective date of the registrant's demotion. The employee who declines demotion to a full-time or part-time position may remain in the Program for 1 year following scheduled separation date. The release date for employees who accept part-time positions in RIF will be the date the placement is effective. The release date for involuntary registrants is 12 months following the date the registrant is to be separated from activity rolls. *

(2) Program R - See Appendix B

(3) Program C - See Appendix F

b. Nondisplaced Overseas Employees.

(1) For nondisplaced employees returning to CONUS after completion of one or more tours, the date must be left blank.

(2) The release date for overseas employee family member registrants is one year from the date LWOP begins. *

(3) The release date for EO 12362 eligibles is one year after the date the sponsor reported to the new duty station.

c. Special Programs

(1) Panama Canal Commission - See Appendix E.

(2) National Guard Technician - See Appendix G.

(3) Department of the Army Family Member Priority Placement Program - See Appendix A.

(4) Military Spouse Preference Program - See Appendix I.

(5) National Guard Technician Employment Program - See Appendix K.

NOTE: Enter the year, month and day in the following manner: last two digits of year; 01 through 12 for numeric month; and 01 through 31 for day.

3. ITEM 3 - PRIORITY - Element (46) - Employees will be registered and referred for placement with a numeric Priority 1, 2, or 3. These designated priorities will be assigned according to the

(Chap 8, Para C3 cont'd)

basis for registration eligibility as stated in Chapter 3, paragraph A6; Chapter 6, paragraph 3; and Appendices A, B, E, F, G, I, J and K of this manual, as appropriate.

4. ITEM 4 - OVERSEAS COUNTRY LOCATION (OVERSEAS EMPLOYEES ONLY)
Element (47) - For overseas displaced and non-displaced employees, enter Country Code where the applicant is physically located. If appropriate codes are not contained in Appendix C of this manual, enter the code for the country where the overseas servicing CPO is located.

5. ITEM 5 - RETURN RIGHTS (Overseas Employees Only) - Elements (48) and 49)

a. Element (48) -

(1) Enter Code Y for Yes for those overseas returnee registrants having return rights or those who are serving under a rotation agreement.

(2) Enter Code N for No for those overseas returnee registrants who are long-tenure overseas employees without return rights or other obligation to return.

(3) Enter Code A for Abolished for those overseas returnee registrants whose stateside position has been abolished.

b. Element (49) - Enter appropriate code for state of Alaska (Code AK), Hawaii (Code HI), Commonwealth of Puerto Rico (Code RQ) if registrant is presently employed in Alaska, Hawaii, or Puerto Rico; last resided in Alaska, Hawaii, or Puerto Rico; or has return rights to Alaska, Hawaii, or Puerto Rico. Enter GQ for overseas employees completing an overseas tour whose home of record is Guam.

D. SECTION C (COMPLETE FOR OVERSEAS EMPLOYMENT PROGRAM REGISTRATIONS ONLY).

1. ITEM 1 - RE-EMPLOYMENT RIGHTS - Element (50) - Due to the granting of re-employment rights across component lines, this element will be left blank for all registrations.

2. ITEM 2 - REDUCTION-IN-FORCE - Element (51) -

a. If registrant is currently in receipt of a RIF notice advising of pending separation or change to lower grade, or has been separated under RIF notice, enter Y for Yes. If the registrant is not in receipt of such notice or has not been separated by reduction-in-force, element 51 should be coded N for No.

(Chap 8, Para D2b)

b. This item must be kept current, i.e., if an individual who is coded N receives a RIF notice advising of pending separation or downgrade, the individual's record should be changed to reflect a Code Y by submission of DD Form 1819, File Maintenance. Conversely, if an individual who was coded Y has the RIF notice canceled, the individual's record should be file maintained to reflect an N. Those individuals who are downgraded as a result of their RIF notice should have their record file maintained to reflect an N, and appropriate data should be entered in Section A, Item 7, to reflect demotion without personal cause data. Individuals who are separated may retain the Y code.

3. ITEM 3 - LAST OVERSEAS TOUR -Elements (52) through (55) - This item will be completed for registrants who have worked overseas in a military or civilian capacity, regardless of whether or not the tour was completed. Leave this item blank if the applicant has not worked overseas.

a. TYPE - Element (52) - Enter one of the following codes to identify type of overseas tour:

- (1) C - U.S. Government Civilian Employee
- (2) M - Military Member of U. S. Armed Forces
- (3) P - Employee of firm under contract to U.S.

(4) O - American citizen working in overseas location in capacity other than the three listed above.

b. COUNTRY - Element (53) - Enter the appropriate two-character country code from Appendix C for the country in which applicant was employed. (NOTE: If other than country code listed in Appendix C, enter 00 in this element.)

c. COMPONENT - Element (54) - If the registrant's type of overseas tour is C or M, enter the Code from Appendix C for the component of the Service in which employed. Leave this element blank if the type of overseas tour is P or O.

d. DATE DEPARTED AND RETURNED - Element (55) - Enter the year and month that the registrant departed the United States in the first four spaces. Enter the year and month the registrant returned to the United States from his/her last overseas tour.

(Chap 8, Para D3d cont'd)

EXAMPLE: Registrant's last overseas tour was with the Army as a Federal Civil Service employee in Germany. Registrant departed the U.S. in October 1976 and returned in October 1979:

ITEM 3 - LAST OVERSEAS TOUR - If none, leave blank.

TYPE	(52)	<input type="text" value="C"/>												
COUNTRY	(53)	<input type="text" value="GE"/>												
COMPONENT	(54)	<input type="text" value="A"/>												
<table border="0"> <tr> <td colspan="2">DEPARTED</td> <td colspan="2">RETURNED</td> </tr> <tr> <td>YR</td> <td>MO</td> <td>YR</td> <td>MO</td> </tr> <tr> <td>(55)</td> <td><input type="text" value="76"/></td> <td><input type="text" value="79"/></td> <td><input type="text" value="10"/></td> </tr> </table>			DEPARTED		RETURNED		YR	MO	YR	MO	(55)	<input type="text" value="76"/>	<input type="text" value="79"/>	<input type="text" value="10"/>
DEPARTED		RETURNED												
YR	MO	YR	MO											
(55)	<input type="text" value="76"/>	<input type="text" value="79"/>	<input type="text" value="10"/>											

Figure 8-6. Sample last overseas tour.

4. ITEM 4 - FEDERAL CIVILIAN SERVICE - Elements (56) to (58) - This item is to be completed for reinstatement eligibles only.

a. COMPONENT - Element (56) - Enter the appropriate code from Appendix C to indicate which DOD component or Federal agency employed the registrant at the time of the registrant's last separation.

b. TOTAL MONTHS SERVICE - Element (57) - Enter the total creditable number of months of Federal civilian service as a three-digit number using zeroes as necessary. For example: 7 months of Federal civilian service would be coded 007, or 38 months coded as 038.

c. YEAR SEPARATED - Element (58) - Enter the last two digits of the calendar year in which the registrant was last separated from Federal civilian service.

EXAMPLE: Registrant was separated from McClellan Air Force Base as a civilian employee in 1981 and has 6 years, 4 months creditable Federal civilian service:

ITEM 4 - FEDERAL CIVILIAN SERVICE Complete for reinstatement eligibles only.

COMPONENT	(56)	<input type="text" value="F"/>
TOTAL MONTHS SERVICE	(57)	<input type="text" value="076"/>
YEAR SEPARATED	(58)	<input type="text" value="81"/>

Figure 8-7. Sample Federal civilian service.

(Chap 8, Para E)

E. SECTION D - REGISTRANT AND CIVILIAN PERSONNEL OFFICIAL'S CERTIFICATION

1. In order to assure that an individual is aware of the obligations for registration and that the registration form itself has been properly coded and reviewed, this Section requires the signatures of the registrant and the Civilian Personnel Official responsible for registering the applicant.

2. The signature certifies that the registrant:

a. Has been counseled by the Civilian Personnel Official.

b. Understands the need to keep the registering Civilian Personnel Office informed of the current address and telephone number so that contact can be made concerning job offers.

c. Has reviewed the skills and locations for which registered.

d. Is willing to accept any one of the grade levels, skills, and locations for which registered.

e. Will respond immediately to a job offer as a result of the registration.

f. Understands that one valid declination will result in removal from the Priority Placement Program.

3. The signature of the Civilian Personnel Official certifies that he/she:

a. Has counseled the registrant.

b. Has reviewed the entire registration form for correct and complete coding of each applicable item.

c. Concurs in the area selections and skills for which the registrant is to be referred as those which would provide the best opportunities for employment offers.

(Chap 8, Para F)

F. SECTION E - AREA OF REFERRAL - Separate provisions are made for completing area of referral data in the PPP and the OEP. The following procedures should be applied, in detail, to assure proper registration and referral of registrants for the desired selected areas. (For specific restrictions on area of referral for special program registrants, see the appropriate appendix.)

1. Priority Placement Program

* a. Policy to be used in determining area of referral is found in Chapter 3, paragraph B of this manual. (Overseas activities refer to Chapter 6, paragraphs B4 and C4).

b. The PPP provides the capability to effect registration of eligible employees for placement consideration at individual DoD activities or all DoD activities within a state(s), region(s), or zone(s). The civilian personnel office must make the determination as to which area of selection will provide adequate placement opportunities. There must be reasonable assurance that the employee will accept an offer from any DoD activity within the broad areas (state(s), region(s), zone(s)) before such registrations are effected. Any time the area of referral extends beyond policy covered in Chapter 3, the registration form will be annotated to show that coordinator approval was obtained.

c. When a registrant fails to receive an offer after a period of registration and the registering activity determines that it is unlikely that an offer will be received because of the size of the original area of consideration or the employee's restriction as to availability, positions, locations or acceptable grade levels, the employee will be counseled on alternative methods of increasing placement opportunities. The civilian personnel office may, with the registrant's approval, revise registration data at any time consistent with the determination as to the appropriate area of consideration.

d. DoD Manual 1400.20-2 contains descriptions of DoD locations by assigned activity codes and by State, Region and Zone. The descriptions and assigned activity codes will be used to assist in the counseling and registration of employees in the Program.

(Chap 8, Para Fle)

e. PART A, ITEM 1 - Area Select - Elements (59) through (69)

(1) The following four zones are established for registration purposes:

<u>ZONE</u>	<u>CODE</u>	<u>DoD DESIGNATED REGIONS</u>
1	1	Boston, Philadelphia, and New York Regions, including the Washington, DC Metropolitan Area.
2	2	Atlanta and Dallas Regions (Atlanta Region includes Puerto Rico for management purposes but not for referral coding purposes.)
3	3	Chicago and St. Louis Regions
4	4	Seattle, San Francisco, and Denver Regions (Seattle Region includes Alaska, and San Francisco Region includes Hawaii for management purposes but not for referral coding purposes.)

NOTE: Caution should be exercised in the coding of the area of referral to avoid duplication resulting from selection of zone(s), region(s), state(s), and individual activities which are included in the same geographical area. Duplication of geographical areas will be rejected by the computer. The only exception to this is the coding of selections for Alaska, Hawaii, and Puerto Rico as shown in paragraph f(2) below.

(2) ZONE SELECTIONS - Element (59) - Four spaces are provided for Zone Selection. Codes 1, 2, 3, or 4 identify the four different zones and are the only codes authorized for use in these spaces. Enter 1, 2, 3, or 4 in Zone Selection spaces from left to right. Use these spaces only when there is reasonable assurance that the registrant will, in fact, accept employment at any DoD activity within the zone or zones. When a zone(s) is selected, regions, states or individual activities within the selected zones(s) (with the exception of Alaska, Hawaii, or Puerto Rico) are not to be coded. When nationwide registration is authorized by the Zone Coordinator, all four zones will be coded. Nationwide registration does not include Alaska, Hawaii, and Puerto Rico activities. Those would have to be entered by separate state, commonwealth, or activity selections.

(Chap 8, Para Fle(2), cont'd)

EXAMPLE: A civilian personnel office in Zone 2 has determined that Zone-wide registration is necessary and the employee indicates a willingness to accept employment at any activity in Zone 2.

ZONE SELECTIONS (59)

2			
---	--	--	--

Figure 8-8. Sample area of referral zone selection.

EXAMPLE: A Civilian Personnel Office in Zone 1 believes few vacancies for registrant's skills are likely to exist in Zone 1 and the area of consideration should be expanded to include all Zone 3 activities. Employee agrees all these activities would be acceptable and Zone Coordinator approval has been obtained.

ZONE SELECTIONS (59)

1	3		
---	---	--	--

Figure 8-9. Sample area of referral zone selections, expanded.

(3) REGION SELECTIONS - Element (60) - Ten two-character spaces are provided for Region Selections. Following are the codes authorized for use in these spaces:

BN - Boston Region	CH - Chicago Region
NY - New York Region	SL - St. Louis Region
PH - Philadelphia Region	DE - Denver Region
AT - Atlanta Region	SF - San Francisco Region
DA - Dallas Region	SE - Seattle Region

NOTE: Region(s) may be selected by entering the appropriate two-character region code in the spaces provided from left to right. Region spaces will be coded only when the employee agrees to accept employment at any activity within a region(s). Regions within a Zone already coded in Element (59) are not to be coded. States or individual activities within the selected region(s) with the exception of Alaska, Hawaii, and Puerto Rico are not to be coded.

EXAMPLE: A civilian personnel office in Utah has determined an employee should be registered for all activities within the Denver Region and the employee agrees that all these activities are acceptable.

REGION SELECTIONS (60)

D	E																
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Figure 8-10. Sample area of referral region selection.

(Chap 8, Para Fle(3), cont'd)

EXAMPLE: Registrant in Zone 1 is to be registered for all DoD activities in Zone 1 and Zone Coordinator has approved registration for all activities in the Chicago Region as well.

ZONE SELECTIONS	(59)	1																	
REGION SELECTIONS	(60)	C	H																

Figure 8-11. Sample area of referral zone and region selections.

(4) STATE SELECTIONS - Elements (61) and (62) - Any number of states up to 28 may be selected by using the two-character alpha state codes. Except for Alaska, Hawaii, and Puerto Rico, a state may not be selected if the zone or region in which the state is located has been selected in element (59), Zone Selections, or Element (60), Region Selections. When a state is selected, individual activities within that state may not be selected in Item 2 - INDIVIDUAL ACTIVITY SELECTIONS.

EXAMPLE: Registrant at activity located in Florida is to be registered for all DoD activities within the state of Florida and will accept employment at any DoD activity within that state.

	1	2	3	4	5	6	7	8	9	10	11	
STATE SELECTIONS	(61)	F	L									

Figure 8-12. Sample area of referral state selection.

EXAMPLE: Registrant from an activity in the Atlanta Region, State of Tennessee, is to be registered for all DoD activities within the states of Tennessee and Kentucky.

	12	13	14	15	16	17	18	19	20	21	22	23	24	25
STATE SELECTIONS	(62)	T	N	K	Y									

Figure 8-13. Sample area of referral state selections.

(5) Component - Element (63) - If restriction to limit referral to a single component only is desired, that component code should be entered in Element (63). If no restriction is desired, leave Element (63) blank. Authorized component codes are listed in Appendix C and only these codes may be used.

DoD 1400.20-1-M

Chap 8, Para Fle(5) cont'd)

EXAMPLE: Registrant from Grissom Air Force Base is to be registered for all component activities (Air Force) in the Chicago Region.

REGION SELECTIONS	(60)	C	H																
COMPONENT	(63)	F																	

Figure 8-14. Sample area of referral region and component selections.

EXAMPLE: Registrant from Puget Sound Naval Shipyard is to be registered for all component activities (Navy) in the Seattle Region and the State of Alaska.

REGION SELECTIONS	(60)	S	E																
STATE SELECTIONS	(61)	A	K																
STATE SELECTIONS	(62)																		
COMPONENT	(63)	N																	

Figure 8-15. Sample area of referral region, state, and component selections.

f. PART A, ITEM 2 - INDIVIDUAL ACTIVITY SELECTIONS - Elements (64) through (69)

(1) Space is provided to register for referral to a maximum of 60 different individual DoD activities. The four-character activity codes assigned in DoD Manual 1400.20-2 are to be used to indicate individual activity selections. You must complete each activity line with ten codes before proceeding to the next line.

EXAMPLE: Registrant from Fort McPherson (311A) is to be registered for activities 314A, 330A, 338A, 367A, and 386A in addition to Fort McPherson.

ITEM 2 - INDIVIDUAL ACTIVITY SELECTIONS - Enter appropriate 4 digit code from DoDM 1400.20-2 for individual activity selections.

(64)	3	1	1	A	3	1	4	A	3	3	0	A	3	3	8	A	3	6	7	A	3	8	6	A														
------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Figure 8-16. Sample area of referral individual activities selections.

(Chap 8, Para Flf(2))

(2) Selection of Activities in Alaska, Hawaii, and Puerto Rico. Referral to activities in Alaska, Hawaii, and Puerto Rico may only be accomplished by selection of the State or Commonwealth when referral to all activities in the State or Commonwealth is desired, or by selection of the individual activities desired. The selection of Zone 4 or the San Francisco Region will not provide referral to Hawaii activities. Selection of Zone 4 or the Seattle Region will not provide referral to activities in Alaska. Selection of Zone 2 or the Atlanta Region will not provide referral to activities in Puerto Rico. Whenever placement consideration is desired for all activities in Alaska, Hawaii, or Puerto Rico, the appropriate State or Commonwealth code (AK - Alaska, HI - Hawaii, RQ - Puerto Rico) must be entered in Element (61) or (62). When consideration is desired for only specific activities in Alaska, Hawaii, or Puerto Rico, the selection of the individual activities must be coded in Item 2, Individual Activity Selections, Elements (64) through (69), but the state or commonwealth must not be coded in Element (61) or (62) in that instance.

2. PART B - Overseas Employment Program (OEP)

a. Part B of Area of Referral will be coded only for registrants in the OEP. This Part is used to identify country selections and to limit referral to a single component's activities within the country or countries selected.

(1) Persons employed within the DoD may register for any skill - pay group, series, grade, option (if any) for which fully qualified and for any country listed with that skill - which has been entered by their own component on the current OEP Acceptance List or current Positive Recruiting List, and for skills entered by other components on either list which are available to all registrants. Eligible applicants from other Federal agencies and reinstatement eligibles may register in the OEP only for skills reflected on the above lists which are available to all registrants.

(2) All registrants must be fully qualified for the positions and grade levels for which registered.

(3) Each country selected must be represented on the current OEP Acceptance List or Positive Recruiting List for one of the positions and grade levels for which an applicant is being registered.

(4) If the registrant moves to another Federal activity or becomes unavailable, the registering Civilian Personnel Office will submit Item 1, Part A, DD Form 1820, Report Action Code 11, to DDSC via telephone to remove the registrant from the Program. If telephone is not available or practical, such action shall be submitted by electrical message or air mail.

Chap 8, Para F2b)

b. Component - Element (70) - This space may be coded to limit referral to overseas activities within a single component in the country or countries selected only when at least two components have the same skill on the current OEP Acceptance List or Positive Recruiting List preceded by a pound sign (#) and the applicant desires referral to only one of the components. Leave this space blank when registrant is eligible for and willing to be referred to more than one component.

The authorized codes are:

- A - Army
- N - Navy
- F - Air Force
- S - Defense Logistics Agency

c. Country Selections - Elements (71) and (72) - Space is provided for selection of not more than 28 overseas locations. Authorized two-character alpha country codes are listed on the Registration Form, and in Appendix C and on the Acceptance List and Positive Recruiting List. Only these authorized codes may be used. Use of codes other than the established codes will result in rejection of the registration by the computer.

EXAMPLE: Registrant desires referral to and will accept employment in England, Germany, France, or Spain. Each country selected is represented on the current OEP Acceptance List or Positive Recruiting List for one of the positions and grade levels for which an applicant is being registered.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
COUNTRY SELECTIONS ... (71)	U	K	G	E	F	R	S	P						
	15	16	17	18	19	20	21	22	23	24	25	26	27	28
COUNTRY SELECTIONS ... (72)														

Figure 8-17. Sample area of referral overseas country selections.

EXAMPLE: Registrant desires referral to and will accept employment at Navy activities only in Guam and the Philippines. Each country selected is represented on the current OEP Acceptance List or Positive Recruiting List for one of the positions and grade levels for which the registrant is being registered.

COMPONENT															(70)	N
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
COUNTRY SELECTIONS ... (71)	G	Q	R	P												
	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
COUNTRY SELECTIONS ... (72)																

Figure 8-18. Sample area of referral component and overseas country selections.

DEPARTMENT OF DEFENSE PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT REGISTRATION	
SECTION A - PERSONAL DATA - COMPLETE FOR ALL PROGRAMS	
REGISTERING ACTIVITY MAILING ADDRESS AND TELEPHONE NUMBER:	
ADDRESS COMMANDER 63 MSSQ/MSCS-3 Norton AFB CA 92409-5965	DOCUMENT IDENTIFIER 01A SOCIAL SECURITY NUMBER ... (01) 111-22-3333
REGISTERING ACTIVITY AUTOVON NUMBER 876-6547 EXT. AREA CODE - COMMERCIAL NUMBER 714-382-6547 EXT.	
ITEM 1 - PROGRAM - enter code to indicate applicable Program registration - see Part II, Chapter 1, DoDM 1400.20-1 (02) A	
ITEM 2 - REGISTERING ACTIVITY CODE - enter applicable code from DoDM 1400.20-2 (03) 275A	
ITEM 3 - IDENTIFICATION DATA - complete in accordance with Part II, Chapter 1, DoDM 1400.20-1 (address and phone listed should be where the registrant may be contacted for employment consideration)	
NAME - last, first, MI (04) WILSON MARY	
STREET ADDRESS (05) 501 MAIN ST	
CITY (06) SAN BERNADINO	
STATE (country code for overseas employees) (07) CA	
ZIP CODE (APO FPO number for overseas employees) (08) 90010	
TELEPHONE NUMBER (09) 703 889 2100 EXT. (10) 	
ITEM 4 - CURRENT OR LAST FEDERAL EMPLOYMENT - see Part II, Chapter 1, DoDM 1400.20-1	
COMPONENT (11) F	
PAY GROUP SERIES GR (12) GS 2010 12	
POSITION TITLE (13) SUPERVISORY INVENTORY MANAGEMENT SPL	
NATURE OF WORK - identify nature of work in which employed (14) O	
SALARY - per annum (15) 37219	
ITEM 5 - STATISTICAL INFORMATION - see Part II, Chapter 1, DoDM 1400.20-1	
DATE OF BIRTH - enter year, month, day (16) 550119	
SEX - enter M for Male, F for Female (17) F	
HEIGHT - enter height in inches (18) 66	
WEIGHT - enter weight in pounds (19) 130	
MARITAL STATUS - enter M for Married and S for Single (20) M	
PHYSICAL HANDICAP (21) 05	
EDUCATION (22) 5	
DEGREE (23) B	
FSEE ELIGIBLE - enter Y for Yes, N for No (24) Y	
YEAR - enter year FSEE eligibility established (25) 75	
SERVICE COMPUTATION DATE - enter year, month, day (26) 750724	
SECURITY CLEARANCE (27) C	
TENURE GROUP (28) 1B	

DD FORM 1817
1 JUL 71

REPLACES DD FORM 1800 (1 JAN 68) AND DD FORM 1847 (1 FEB 68) WHICH SHOULD BE DESTROYED.

Figure 8-19, Sample Registration Form

ITEM 6 - SPECIAL AWARDS - enter Y for Yes or N for No to indicate whether registrant has received any special award within the last 10 years which is pertinent to the position(s) for which he is registering - see Part II, Chapter 1, DoDM 1400.20-1		(29)
ITEM 7 - DEMOTION WITHOUT PERSONAL CAUSE - enter Pay Group, Series, Grade and Title of Position from which demoted and component in which employed at time of downgrade. Leave this item blank (1) if the registrant has not been demoted without personal cause; or, (2) if demoted, has already been promoted to the grade previously held. See Part II, Chapter 1, DoDM 1400.20-1		
PAY GROUP, SERIES, GRADE AND COMPONENT		(30)
POSITION TITLE		(31)
ITEM 8 - RESERVE TECHNICIAN - registrant is tentatively eligible for and willing to actively participate as a Reserve Technician as a condition of employment - see Part II, Chapter 1, DoDM 1400.20-1. Enter Y for Yes or N for No		
ITEM 9 - DISPLACED EMPLOYEE PROGRAM - enter Y for Yes or N for No to indicate whether registrant is entitled placement assistance under the Civil Service Commission DEP - see Part II, Chapter 1, DoDM 1400.20-1		
ITEM 10 - JOB EXPERIENCE - indicate work experience gained in last 5 years (abbreviate if necessary). Identify nature of work in which experience was gained. See Part II, Chapter 1, DoDM 1400.20-1		
FROM MO YR TO MO (34) 8 7 0 9 9 0 0 8 SUPERVISORY INVENTORY MGT SPL		NATURE OF WORK V
FROM MO YR TO MO (35) 7 8 C 1 8 7 0 9 INVENTORY MANAGEMENT SPL		NATURE OF WORK V
FROM MO YR TO MO (36)		NATURE OF WORK V
ITEM 11 - SKILLS - complete Skill 1, and Skills 2 through 5 if applicable, for Priority Placement Program. Complete Skill 1, and Skills 2 and 3 if applicable, for Overseas Employment Program registrations - see Part II, Chapter 1, DoDM 1400.20-1		
SKILL 1		(37)
SKILL 2		(38)
SKILL 3		(39)
SKILL 4		(40)
SKILL 5		(41)
ITEM 12 - SPECIAL QUALIFICATIONS - enter special equipment, professional and technical licenses, ratings and certificates - see Part II, Chapter 1, DoDM 1400.20-1		
SPECIAL QUALIFICATION 1		(42)
SPECIAL QUALIFICATION 2		(43)

Figure 8-19 (continued)



SECTION B - COMPLETE FOR PRIORITY PLACEMENT PROGRAM REGISTRANTS ONLY																					
ITEM 1 - <u>SEPARATION DATE OR EFFECTIVE DATE OF CHANGE TO LOWER GRADE</u> - see Part II, Chapter I, DoDM 1400.20-1																					
ENTER YEAR, MONTH AND DAY						(44) <table border="1" style="display: inline-table; text-align: center; width: 150px;"> <tr> <td>YR</td><td>MO</td><td>DA</td> </tr> <tr> <td>9</td><td>0</td><td>1</td> </tr> </table>				YR	MO	DA	9	0	1						
YR	MO	DA																			
9	0	1																			
ITEM 2 - <u>RELEASE DATE</u> - see Part II, Chapter I, DoDM 1400.20-1																					
ENTER YEAR, MONTH AND DAY						(45) <table border="1" style="display: inline-table; text-align: center; width: 150px;"> <tr> <td>YR</td><td>MO</td><td>DA</td> </tr> <tr> <td>9</td><td>1</td><td>1</td> </tr> </table>				YR	MO	DA	9	1	1						
YR	MO	DA																			
9	1	1																			
ITEM 3 - <u>PRIORITY</u> - see Part II, Chapter I, DoDM 1400.20-1																					
									(46) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td>1</td> </tr> </table>	1											
1																					
ITEM 4 - <u>OVERSEAS COUNTRY LOCATION</u> (Overseas Employees Only) enter appropriate code for country where registrant is currently employed - see Part II, Chapter I, DoDM 1400.20-1																					
									(47) <table border="1" style="display: inline-table; text-align: center; width: 40px;"> <tr> <td> </td> </tr> </table>												
ITEM 5 - <u>RETURN RIGHTS</u> (Overseas Employees Only)																					
ENTER Y FOR YES OR N FOR NO TO INDICATE WHETHER REGISTRANT HAS RETURN RIGHTS									(48) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
IF REGISTRANT HAS RETURN RIGHTS TO OR WAS RECRUITED FROM ALASKA, OR HAWAII, OR PUERTO RICO ENTER AK, OR HI, OR PR AS APPROPRIATE									(49) <table border="1" style="display: inline-table; text-align: center; width: 40px;"> <tr> <td> </td> </tr> </table>												
SECTION C - COMPLETE FOR OVERSEAS EMPLOYMENT PROGRAM REGISTRATIONS ONLY																					
ITEM 1 - <u>RE-EMPLOYMENT RIGHTS REQUIRED</u> - enter Y for Yes or N for No to indicate whether registrant will accept employment at an overseas location where re-employment rights would not be granted - see Part II, Chapter I, DoDM 1400.20-1																					
									(50) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
ITEM 2 - <u>REDUCTION-IN-FORCE</u> - enter Y for Yes or N for No to indicate whether registrant is currently in receipt of a RIF notice advising of his pending separation or change to lower grade; or, has been separated by RIF - see Part II, Chapter I, DoDM 1400.20-1																					
									(51) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
ITEM 3 - <u>LAST OVERSEAS TOUR</u> - if none, leave blank. See Part II, Chapter I, DoDM 1400.20-1 for instructions on completion of this item.																					
TYPE									(52) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
COUNTRY									(53) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
COMPONENT									(54) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
DATE DEPARTED AND DATE RETURNED RESPECTIVELY ENTER YEAR AND MONTH						(55) <table border="1" style="display: inline-table; text-align: center; width: 150px;"> <tr> <td colspan="2">DEPARTED</td> <td colspan="2">RETURNED</td> </tr> <tr> <td>YR</td><td>MO</td> <td>YR</td><td>MO</td> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>				DEPARTED		RETURNED		YR	MO	YR	MO				
DEPARTED		RETURNED																			
YR	MO	YR	MO																		
ITEM 4 - <u>FEDERAL CIVILIAN SERVICE</u> - see Part II, Chapter I, DoDM 1400.20-1. Complete for reinstatement eligibles only.																					
COMPONENT									(56) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
TOTAL MONTHS SERVICE									(57) <table border="1" style="display: inline-table; text-align: center; width: 40px;"> <tr> <td> </td> </tr> </table>												
YEAR SEPARATED									(58) <table border="1" style="display: inline-table; text-align: center; width: 30px;"> <tr> <td> </td> </tr> </table>												
SECTION D - REGISTRANT AND CIVILIAN PERSONNEL OFFICIAL'S CERTIFICATION																					
<p>I certify that I have been counseled and have been advised of my obligations concerning registration. I have also reviewed the skills and locations for which I am being registered and understand that I will be expected to respond immediately to job offers as a result of this registration.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  <p>REGISTRANT'S SIGNATURE</p> </div> <div style="text-align: center;"> <p>30 July 90</p> <p>DATE</p> </div> </div> <p>I certify that the registrant has been counseled, that the registration form has been checked for completeness and the data listed is in accordance with applicable directives and is correct to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  <p>CIVILIAN PERSONNEL OFFICIAL'S SIGNATURE</p> </div> <div style="text-align: center;"> <p>30 July 90</p> <p>DATE</p> </div> </div>																					

Figure 8-19 (continued)

SECTION E - AREA OF REFERRAL													
PART 4 - COMPLETE FOR PRIORITY PLACEMENT PROGRAM IN ACCORDANCE WITH PART II, CHAPTER I, DoDM 1400.20-1													
ITEM 1 - AREA SELECT													
<p>A. Selection of areas for which referral is desired in the Priority Placement Program by Zone(s), Region(s) and State(s) may be indicated in spaces provided by entering appropriate codes reflected in legend below. Region(s) selections may not be made if the Zone(s) in which the Region(s) is located is selected. State(s) selections may not be made if the Zone(s) or Region(s) in which the State(s) is located is selected.</p> <p>B. If referral is desired to component activities only within area(s) selected, enter appropriate code in COMPONENT.</p> <p>C. Selection of INDIVIDUAL DoD activities will be made by entering the appropriate four-digit code in Item 2 - INDIVIDUAL ACTIVITY SELECTIONS.</p>													
ZONE SELECTIONS												(59)	
REGION SELECTIONS												(60)	
STATE SELECTIONS												(61)	
STATE SELECTIONS												(62)	
COMPONENT												(63)	
LEGEND FOR ZONE, REGION AND STATE CODES													
CODE		CODE		CODE		CODE		CODE		CODE		CODE	
1 - ZONE 1		PH - PHILADELPHIA REG		GA - Georgia		OK - Oklahoma		SL - ST. LOUIS REG		UT - Utah			
BN - BOSTON REG		DE - Delaware		KY - Kentucky		TX - Texas		IA - Iowa		WV - Wyoming			
CT - Connecticut		MD - Maryland		MS - Mississippi		I - ZONE 1		KS - Kansas		SF - SAN FRANCISCO REG			
ME - Maine		PA - Pennsylvania		NC - North Carolina		CH - CHICAGO REG		MO - Missouri		AZ - Arizona			
MA - Massachusetts		VA - Virginia		SC - South Carolina		IL - Illinois		NE - Nebraska		CA - California			
NH - New Hampshire		WV - West Virginia		TN - Tennessee		IN - Indiana		NB - Nebraska		HI - Hawaii			
RI - Rhode Island		DC - Dist of Columbia		PR - Puerto Rico		MI - Michigan		DE - DENVER REG		NV - Nevada			
VT - Vermont		2 - ZONE 2		DA - DALLAS REG		MN - Minnesota		CO - Colorado		SE - SEATTLE REG			
NY - NEW YORK REG		AT - ATLANTA REG		AR - Arkansas		OH - Ohio		MT - Montana		AK - Alaska			
NJ - New Jersey		AL - Alabama		LA - Louisiana		WI - Wisconsin		ND - North Dakota		ID - Idaho			
NY - New York		FL - Florida		NM - New Mexico				SD - South Dakota		OR - Oregon			
										WA - Washington			
ITEM 2 - INDIVIDUAL ACTIVITY SELECTIONS - Enter appropriate 4 digit code from DoDM 1400.20-2 for individual activity selections.													
(64)													
(65)													
(66)													
(67)													
(68)													
(69)													
PART B - COMPLETE FOR OVERSEAS EMPLOYMENT PROGRAM IN ACCORDANCE WITH PART II, CHAPTER I, DoDM 1400.20-1													
<p>Enter appropriate two-digit code(s) for country(s) in which registrant would actually accept employment which are reflected with registrant's skills on current OEP Acceptance or Positive Recruiting Lists. Each skill coded in Section A, Item 11, must be represented by at least one country selection. Enter appropriate code in COMPONENT if registrant desires to restrict his referral to an individual component.</p>													
COMPONENT												(70)	
COUNTRY SELECTIONS												(71)	
COUNTRY SELECTIONS												(72)	
COUNTRY LEGEND													
CODE		CODE		CODE		CODE		CODE		CODE		CODE	
AE - Alaska		CR - Crete		QQ - Guam		LA - Laos		OK - Okinawa		TA - Taiwan			
AS - Australia		CU - Cuba		HI - Hawaii		LY - Libya		PK - Pakistan		TH - Thailand			
AZ - Azores		DA - Denmark		IC - Iceland		MW - Marianas Islands		PP - Philippines		TD - Trinidad			
BE - Belgium		UK - England		IR - Iran		MO - Midway Island		PO - Portugal		TU - Turkey			
BD - Bermuda		ET - Ethiopia		IT - Italy		MO - Morocco		PR - Puerto Rico		EG - United Arab Republic			
BN - Brunei		FR - France		JA - Japan		NL - Netherlands		SA - Saudi Arabia		VS - Vietnam			
CA - Canada		GE - Germany		KS - Korea		NW - Newfoundland		SC - Scotland					
PQ - Canal Zone		GR - Greece		LB - Labrador		NO - Norway		SP - Spain					

Figure 8-19 (continued)

CHAPTER 9

INSTRUCTIONS FOR COMPLETING THE FILE MAINTENANCE FORM

A. FILE MAINTENANCE

1. DD Form 1819, is used to change, add or delete registration data for all programs. If a person is registered in more than one program (one of which must be Overseas Employment Program), a File Maintenance form must be completed for each program. The Social Security Number, Program Code, Registering Activity, and registrant's name must be entered at the top of each form for any data changes. A sample DD Form 1819 is shown at end of this chapter.

2. Social Security Number, Program Code, and Registering Activity Code cannot be changed by file maintenance ("S" Program exception is covered in Appendix I). To make changes to those three elements, the registrant must be deleted from the Program by submission of Report Action, Code 11, Removal - CPO Request, along with a new, correctly coded, and completed DD Form 1817.

B. CODING INSTRUCTIONS

DD Form 1819 provides spaces for changing, adding or deleting informational and skills data. When coding any element of data, use the same number of spaces that would be used on DD Form 1817, including blank spaces where appropriate. To change more than five elements of informational data, additional File Maintenance Forms must be submitted. The reverse side of the form is for making changes to the area of referral. Any time a single change, addition or deletion is made to the area of referral, the entire area of referral must be recoded. Failure to recode the entire area of referral will result in the registrant's skills being referred only to the activities coded on the File Maintenance Form.

1. Any time a single entry, other than a signature, is made on either or both sides of DD Form 1819, the Social Security Number, Program Code, Registering Activity Code and the registrant's name must be entered in the spaces provided at the top of the form.

a. Social Security Number - Enter the registrant's Social Security Number as it appears on the DD Form 1820, Resume Audit.

b. Program Code - Enter A for Priority Placement Program; B for Overseas Employment Program; C for the Air Force Status Quo Program; D for the Army Military Technician Program; F for the Army Family Member Priority Placement Program; K for National Guard Technician Employment Program; G for the National Guard Technician Disability Placement Program; R for DoD Placement Plan for Employees Under Grade Retention; or S for Military Spouse Preference Program.

(Chap 9, Para Blc)

* c. Registering Activity Code - Enter the 4-character activity code assigned to the registering activity as contained in DoD Manual 1400.20-2. The only time you can change a registering activity code by file maintenance is for the Military Spousal Preference Program (instructions contained in App I).

* d. Name - Enter the registrant's last name and as many characters of the first name and middle initial as spaces allow. Leave one blank space between each segment of the name. If attempting to correct spelling of a name or processing a name change, show incorrect spelling at top and enter element number (04) and correct spelling.

2. Change, Add, or Delete Informational Data - First, identify the element number for the changed data on DD Form 1817, Registration Form, and enter that element number in the spaces entitled "Element Number". Then, enter the new data. Only data applicable to one element number may be entered on each line. The newly entered data will blank out the previous data for that element. In effect, new data overlays the formerly registered data. New data may be added for elements where none existed before by the same process. To delete data, the element number is entered and the spaces following are left blank. The overlay of empty spaces blanks out the data registered.

* 3. Change, Add or Delete Skills Data - Skills for the PPP are limited to five, Element Numbers 37 through 41. Skills for the OEP are limited to three, Elements 37, 38 and 39. Only these numbers of skills may be registered, changed, added or deleted. When changing or adding to an existing skill, the element number must be entered, followed by the pay group, series, options (if appropriate), high grade, low grade, years of experience, and high grade held - even though only one part of the skill's line is to be changed. To delete a skill, enter the element number and leave remaining spaces blank. The computer automatically moves up any skills that follow one being deleted. For example, if a PPP registrant has entries in elements 37, 38, 39 and 40, and deletes element 38, skill line 39 becomes 38 and skill in 40 becomes element 39. You can see why it's so important that changes, additions and deletions are made based on current registration data (last Form 1820 resume received from DDSC).

4. A combination of changes, additions, or deletions may be submitted on one DD Form 1819. The only time more than one DD Form 1819 is required is when more than five elements of data are being changed or changes are being made for registrants registered in more than one program.

5. Certification - The civilian personnel official submitting the DD Form 1819 will sign and date the certification on the front of the form. In addition, the civilian personnel official completing the

(Chap 9, Para B5, cont'd)

form should attempt to obtain the initials of the registrant on the DD Form 1819 and, as a minimum, assure that the registrant is aware of data changes. A copy of the new DD Form 1820, generated as a result of any file maintenance should be given to the registrant for his/her review and records. *

C. CODING AREA OF REFERRAL

1. General - The Area of Referral parts of DD Form 1819 duplicate Section E of the DD Form 1817 and are coded to effect changes, additions or deletions of activities to which the registrant is being referred for placement consideration. Part A is coded for changes in all programs except the OEP; Part B is used for coding OEP data changes. Any time a change, addition or deletion is to be effected, the entire area of referral must be recoded. If, for example, only one zone, region, state, or individual activity is to be added or deleted, the entire area within which the registrant is to be referred must be recoded. This requirement was deliberately established to cause a review of the number of activities or countries to which the registrant's skills are to be referred. The omission of any zone, region, state, or individual activity will result in the registrant's skills being referred only to those coded on the latest DD Form 1819. The component codes, Element 63 or 70, will result in the skills being referred only to component activities within the area of referral. For example, a Code A entered in Element 63 or 70 results in the registrant being referred to Army activities only.

2. The SSN, Program Code, Registering Activity, and name must be entered at the top of the form for any change to the area of referral.

3. The instructions in Chapter 8, (coding the original registration area of referral) will be followed in coding area of referral changes. This includes annotation of prior approval of the Zone Coordinator for referral to an expanded area of referral.

D. USE OF FILE MAINTENANCE TO EXTEND REGISTRATION IN THE OEP FOR ONE YEAR

Registering civilian personnel offices will be notified by a Registration Update Notification Listing of those registrants who have been in the OEP for 11 months. The CPO should first determine whether the registrant(s) desires to have the registration data extended for an additional year. For those who desire extended registration, the CPO should review the resume data to determine which data are to be updated. To make changes, a DD Form 1819 must be completed in accordance with instructions in paragraphs B and C above and submitted to DDSC as soon as possible. If the file maintenance is received and processed by DDSC before the end of the 12th month of the applicant's *

(Chap 9, Para D, cont'd)

registration, the file maintenance will serve to extend the registration in the OEP for an additional year. A file maintenance containing a change to any element that is submitted during the year will serve to update an OEP registration for a year from the date processed by DDSC. An updated Resume Audit with the annotation "Registration Renewed" will be forwarded to the registering CPO. If the DD Form 1819 is not received at DDSC before the end of the twelfth month, the registrant will be deleted from the OEP by automatic computer action and future registration will require a new completed DD Form 1817 being submitted to DDSC.

E. SAMPLE FILE MAINTENANCE

Ms. Barbara Moore, SSN 123-45-6789, is currently registered by 508A for the following skills:

	PG	SERIES	HI GR	LO GR	EXP	HI GR HELD
SKILL 1	GS	343	12	12	06	12
SKILL 2	GS	345	12	12	03	12
SKILL 3	GS	301	12	12		

Ms. Moore is soon to marry and her new name will be Mrs. Barbara Ames. She wants to eliminate consideration as a GS-301. Also, she is presently registered for the state of Indiana, but wants to expand her area of referral to include two additional states, namely Ohio and Michigan.

Completed sample file maintenance follows on pages 9-5 and 9-6.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT FILE MAINTENANCE																																																																																							
DOCUMENT IDENTIFIER	P B B	SOCIAL SECURITY NUMBER	1 2 3 - 4 5 - 6 7 8 9	PROGRAM CODE	A	REGISTERING ACTIVITY CODE	5 0 8 A																																																																																
Enter registrant's name in the spaces provided below for identification purposes and ease in handling: NAME - Last, first, MI M O O R E B A R B A R A																																																																																							
COMPLETE FILE MAINTENANCE CHANGES, ADDITIONS OR DELETIONS IN ACCORDANCE WITH PART II, CHAPTER 2, DoDM 1400.20-1																																																																																							
AREA OF REFERRAL																																																																																							
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Figure 9-1, Sample File Maintenance

CHAPTER 10**TRADITIONAL (NON-AUTODIN) STOPPER LIST REQUISITIONING PROCEDURES****A. REQUISITIONING**

1. When an activity receives a Stopper List that reflects a match to an existing vacancy (Ch 4, para A), or an overseas recruiting office desires a listing of registrants from the OEP inventory (Ch 7, para G), a requisition will be submitted to DDSC. If currently connected to the Bulletin Board System, the requisition must be submitted through that method. If not, A-coded activities should complete a DD Form 1818, Vacancy Requisition, and submit the data by telephone on the electric secretary. Submission by mail or message may be used only when no other procedure is possible. Activities using the "AUTODIN" method should see Chapter 12. *

2. When skills for which a vacancy (or vacancies) exists are shown on the Stopper List marked with an asterisk (*) indicating Priority 1, and/or 2, all promotions, demotions, reassignments, hires (including reinstatement) and transfers are prohibited, with the exceptions stated in Chapter 4, paragraph B. When such skills are not marked by an asterisk, indicating Priority 3 registrants available, all hires (including reinstatements) and transfers are prohibited. (See Appendix I for instructions on Military Spouse Preference.)

B. PRIORITY PLACEMENT PROGRAM

1. A Vacancy Requisition, DD Form 1818, is to be submitted as soon as a Stopper List match occurs as described in Chapter 4. Samples of completed requisitions are shown throughout this chapter. All resumes of registrants with skills that match the position identified on the vacancy requisition form will be referred to the requisitioning activity.

a. If a vacancy is to be filled from registrants initially referred in answer to a requisition, a subsequent Stopper List need not be applied to that vacancy, even though such Stopper List indicates additional registrants. For example, an activity receives four resumes in reply to a vacancy requisition and three days later receives a Stopper List reflecting two additional registrants, possibly containing higher priorities who have entered the Program with a total of six now available for the skill. The activity need not submit a second requisition, as long as the vacancy is filled by one of the four initial referrals. *

b. If a vacancy is not filled from registrants initially referred and later Stopper Lists do not reflect the addition of new registrants with a Priority which would require the submission of a requisition, another requisition is not required.

(Chap 10, Para Blc)

* c. If the vacancy is not filled by registrant(s) initially referred, because they are not available or because their priority doesn't require placement, and a subsequent Stopper List reflects the addition of new registrant(s) with a Priority which would require submission of a requisition, another requisition must be submitted.

d. Any time the Stopper List does not reflect skills available and an in-service referral list is furnished to the selecting official, a subsequent Stopper List will not require submission of a requisition (see Chapter 4, paragraph A10). Any subsequent Stopper List must be applied if a selection is not made from eligibles within reach initially on that in-service referral list.

2. A Vacancy Requisition need not be submitted if the option(s) reflected does not match the vacancy or the vacancy is a generalist position but option code(s) is reflected on the Stopper List. For example, an activity with a vacancy for Equipment Specialist, GS-1670-11 with an Aircraft option would not be required to submit a vacancy requisition if the Stopper List reflected only a GS-1670-11 position with no option indicated.

a. The absence of an option for those series for which options are authorized indicates a generalist skill. When a vacancy requires one or more specializations not listed as an option in Appendix D, a requisition for generalist (without options) is required.

b. Vacancies requiring more than two specializations are to be treated as generalist positions and matched against the generalist pay group, series and grade on the Stopper List. Requisition in the normal manner against the generalist skill, include the positive qualification requirements in any offer to the registering CPO, and proceed as with any other offer with a specialized requirement.

c. Vacancies with a single specialty (option) identified in Appendix D, will be matched against the pay group, series, option, and grade on the Stopper List. If no match occurs, the vacancy will be matched against Stopper List entries of the same pay group, series and grade with two options. If one of the options matches, a vacancy requisition must be submitted with the single option. A vacancy requiring a dual option will only be considered a direct match when the options on the Stopper List are identical to those required. In no case will a "double option" vacancy be considered a potential match unless both options are identical to those on the Stopper List.

d. Refer to Chapter 4, paragraphs D3 and D4 for special guidance in matching GS-1, 2, 3 and 4 clerical positions; GS-200, Civilian Personnel positions; and GS-800, Professional Engineer positions.

(Chap 10, Para B3)

3. In cases where an activity in the United States recruits and selects for vacancies in foreign areas, a Vacancy Requisition will be submitted. For vacancies co-located at coded overseas activities, the code of the Overseas DoD Coded Activity will be inserted in the four spaces on the DD Form 1818 entitled, "DoD Coded Activity." For vacancies not co-located at coded overseas activities, the code of the nearest coded activity will be inserted in those spaces. Upon receipt of Referral Resumes from DDSC, offers will be made to registrants in priority order. DDSC will provide negative replies when the vacancy is unmatched. Formal recruitment or merit promotion actions may only be completed when the requisition is unmatched or Referral Resumes have been exhausted without filling the vacancy.

4. Coding Instructions for DD Form 1818 Vacancy Requisition

a. Control Number - This number should be used for local identification by the submitting activity. This identification may consist of numerics or alpha characters, or a combination of both, not exceeding seven. EACH REQUISITION MUST HAVE A CONTROL NUMBER. A different control number must be assigned to each vacancy requisition submitted by an activity. Control numbers must not be duplicated.

b. Requisitioning Activity Code - Enter the assigned activity code from DoD Manual 1400.20-2 for the activity at which the servicing CPO is located. This code must always end with an alpha "A". Resulting Priority Placement Resumes will be forwarded to that CPO.

c. Number of Vacancies - These two spaces will be used to indicate the number of vacancies within the same pay group, series, grade and option (if any) that exist.

d. Pay Group, Series, Grade and Option(s)

(1) Pay Group - The first two spaces of the nine spaces provided will be used to code the Pay Group of the vacancy - GS, WG, WL, WS, etc, as it appears on the Stopper List. (GM may not be used.)

(2) Series - The next five spaces will be used to code the series as it appears on the Stopper List. Complete spaces left to right and leave unused spaces blank.

(3) Grade - The numeric grade of the position will be coded as it appears on the Stopper List.

(4) Option Codes - Use option code(s) only if the skill with option matches exactly with the vacancy. (Exception: Para B2c above). The option code(s) must be entered exactly as it appears on the Stopper List. If there is no option code applicable, leave these six spaces blank.

(Chap 10, Para B4d(4) cont'd)

Following is an example of a Stopper List reflecting a generalist skill, a skill with one option, and a skill with two options. Following the Stopper List example, are examples of how the Vacancy Requisitions should be coded for each of these three skills:

STOPPER LIST

PAY GRP	SERIES	OPTION CODES	GRADE/NBR OF REGISTRANTS AVAILABLE	
Equipment Specialist				
GS	1670		09/03*	11/02* 01*
Equipment Specialist/Aircraft				
GS	1670	AIB	11/03* 01*	
Equipment Specialist/Electrical/Electronics				
GS	1670	ELA ELD	11/02* 01*	12/01* 01*

Figure 10-1. Sample Stopper List.

EXAMPLE: Vacancy is for Equipment Specialist (General), GS-1670, Grade 11:

PAY GROUP		SERIES				GR	
G	S	1	6	7	0	1	1

Figure 10-2. Sample vacancy requisition, pay group, series and grade

NOTE: Registrants with Aircraft option and combination of Electrical and Electronics options would not be referred against this vacancy requisition.

EXAMPLE: Vacancy is for Equipment Specialist, GS-1670, Grade 11, with Aircraft option:

PAY GROUP		SERIES				GR	
G	S	1	6	7	0	1	1
OPTION CODE(S)		A I B					

Figure 10-3. Sample vacancy requisition, pay group, series, grade, and option.

(Chap 10, Para B4d(4), cont'd)

Registrants with Aircraft option for Equipment Specialist, Grade 11, will be referred against this vacancy requisition; but registrants with the Generalist skill of Equipment Specialist and registrants with the combination of Electrical and Electronics options would not be referred.

EXAMPLE: Vacancy is for Equipment Specialist, Grade 11, with combination of Electrical and Electronics options:

PAY GROUP, SERIES AND GRADE		PGP	SERIES				GR
		GS	1	6	7	0	11

OPTION CODE(S)			
E	L	A	E

Figure 10-4. Sample vacancy requisition, pay group, series, grade, and two options.

Registrants with the combination of Electrical and Electronics options will be referred against this vacancy requisition. The registrants with the generalist skill of Equipment Specialist and registrants with the skill of Equipment Specialist with an Aircraft option will not be referred against this vacancy requisition.

e. DoD Coded Activity - four spaces provided for DoD Coded Activity will be used when the vacancy is located somewhere other than the commuting area of the requisitioning activity. If the vacancy is at another site that has been assigned an activity code, that code should be entered in these spaces. When the vacancy is located at a site which does not have an activity code and more than one coded DoD activity is located in the commuting area of the vacancy, the DoD activity code of the activity having the most requirements for that particular series will be used. Registrants selecting the specific activity identified in these spaces will be referred to the requisitioning civilian personnel office for placement. For example, the 2750th Air Base Wing, Wright-Patterson AFB, Ohio, Activity Code 549A, provides servicing to an organization which is not assigned an activity code but which is physically located at Patrick AFB, Florida, Activity Code 365A. Activity Code 365A, therefore, will be entered in the four spaces provided for DoD Coded Activity. Registrants available for placement at Activity 365A for the vacant skill will be referred to Wright-Patterson AFB, Activity 549A, for placement. If an Activity Code is entered in these spaces, the State Code will be left blank.

(Chap 10, Para B4f)

f. State - The two spaces allowed for the state code will be used when a vacancy exists at a remote site which does not have an assigned activity code or is not located within the commuting area of a DoD coded activity. The code for the state in which this type remote site is located will be entered in these two spaces. State codes are contained in Appendix C. Registrants who have indicated availability for every location in the State, Region, or Zone appear on the Stopper Lists of all activities located within the State, Region, or Zone. Vacancy requisitions need not be submitted for vacancies at non-coded activities located in the same state and not within the commuting area of another coded DoD activity, when the Stopper List does not reflect available registrants.

EXAMPLE: U. S. Army Engineer District, New Orleans, Louisiana, has a vacancy that is located in Jonesville, Louisiana, and the remote site has not been assigned an activity code and is not located at or within commuting distance of a coded DoD activity. The Stopper List for the parent organization is "clear;" therefore, a Vacancy Requisition need not be submitted.

NOTE: Leave State Code blank if the DoD Coded Activity spaces are coded.

g. Referral Code

(1) Referral Code P - Gaining activities may requisition for and receive resumes of matching Priority 1 or 2 registrants only by coding the Referral Code space formerly reserved for Overseas Employment Program requisitions. When an activity is required to provide consideration to Priority 1 or 2 registrants and the referral of Priority 3 registrants is not desired, enter Code P as the Referral Code. Leave Referral Code blank when requisitioning against continuing uncommitted positions when offers to Priority 3 registrants are required.

(2) Referral Code A - Activities having vacancies in Reserve Technician skills reflected on their Stopper Lists may obtain the resumes of only those registrants available for Reserve Technician vacancies by entering Code A in the Referral Code space. As a result, the requisitioning activities will receive the Referral Resumes, if any, of all Priority 1, 2 and 3 registrants available for the Reserve Technician vacancy.

(3) Referral Code T - Activities having a vacant temporary position of one year or less duration for which a T is shown on the Stopper List, are to enter a Code T in the Referral Code space. As a result the requisitioning activity will receive the Referral Resumes of registrants scheduled for separation who are interested in such temporary positions.

(Chap 10, Para B4g(4))

(4) Referral Code S - Activities planning to fill a position through competitive procedures should requisition using referral code S. As a result the requisitioning activity will receive Referral Resumes of Priority 1 and 2 registrants and also all Priority 3's registered under the Spousal Program (S).

h. Complete Examples:

(1) EXAMPLE: Referral of Priorities 1 through 3 is required. The following requisition, Control Number 607, is being submitted by Rickenbacker Air Force Base, Ohio, Activity 547A, for an Auditor, GS-511-09, for one vacancy located at that installation.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER								P I D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)								6 0 7	
REQUISITIONING ACTIVITY CODE								5 4 7 A	
NUMBER OF VACANCIES								0 1	
PAY GROUP, SERIES AND GRADE								<div style="display: flex; justify-content: space-around; font-size: small;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> GS 5 1 1 0 9 </div>	
OPTION CODE(S)								<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>	
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located								<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>	
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code								<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>	
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2								<div style="display: flex; justify-content: space-around; font-size: small;"> COMP </div> <div style="display: flex; justify-content: space-around; font-size: small;"> SALDIFF </div> <div style="display: flex; justify-content: space-around; font-size: small;"> ANNUAL SALARY </div>	
Enter Country Code, Component, Salary Differetial and Annual Salary								<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>	

DD FORM 1018
1 JUL 71

REPLACES DD FORM 1000 (1 JAN 66) AND DD FORM 1040 (1 FEB 66) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1969 - 559-103/1435

Figure 10-5. Sample vacancy requisition, all priorities.

DoD 1400.20-1-M

(Chap 10, Para B4h(2))

(2) EXAMPLE: Referral of Priorities 1 and 2 is requested. This requisition is being submitted for Fort McPherson, GA, Activity Code 311A, Control Number 7211, for Program Analyst, GS-345-11, for one vacancy located at that installation.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER									P B D
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)	7 2 1 1								
REQUISITIONING ACTIVITY CODE	3 1 1 A								
NUMBER OF VACANCIES	0 1								
PAY GROUP SERIES AND GRADE	G S 3 4 5								1 1
OPTION CODE(S)									
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located									
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code									
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE									
Enter "1" if initial referral only									
Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner									
Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary									
CTRY	COMP	SAL DIFF	ANNUAL SALARY						

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1808 (1 JAN 68) AND DD FORM 1640 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1969-559-103/1435

Figure 10-6, Sample vacancy requisition, priorities 1 and 2 only.

(Chap 10, Para B4h(3))

(3) EXAMPLE: Vacancy located in a different state at a remote site not assigned an activity code. This requisition is being submitted by U. S. Army Engineer District, Vicksburg, MS, Activity Code 315A, Control Number 8AB, for Crane Operator, WG-5725-11, one vacancy, located at Hot Springs, Arkansas, which has not been assigned an activity code and is not located in the commuting area of a coded DOD activity.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1470.20-1:									
DOCUMENT IDENTIFIER				P I D					
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)	8 A B								
REQUISITIONING ACTIVITY CODE	3 1 5 A								
NUMBER OF VACANCIES	0 1								
PAY GROUP, SERIES AND GRADE	W G 5 7 2 5			1 1					
OPTION CODE(S)									
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located									
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code	A R								
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE									
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary	CTRY C O M P SAL ANNUAL SALARY DIFF								

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1800 (1 JAN 68) AND DD FORM 1640 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1982 - 559-103/1435

Figure 10-7. Sample vacancy requisition, remote location in a different state.

(Chap 10, Para B4h(4))

(4) EXAMPLE: Vacancy located at remote site within the state, not assigned a DoD activity code, not within the commuting area of a coded DoD activity and the skill is shown on the servicing activity Stopper List. This requisition is being submitted by Langley Air Force Base, VA, Activity Code 278A, Control Number 4, for Sales Store Manager, GS-1144-05, one vacancy, located at Cape Charles, VA, which is not located at or within the commuting area of a coded DoD activity.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER								P 8 D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)								4	
REQUISITIONING ACTIVITY CODE								2 7 8 A	
NUMBER OF VACANCIES								0 1	
PAY GROUP, SERIES AND GRADE								<div style="display: flex; justify-content: space-around; font-size: small;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> GS 1 1 4 4 0 5 </div>	
OPTION CODE(S)								<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div>	
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located								<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div>	
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code								<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div>	
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE								<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>	
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary								<div style="display: flex; justify-content: space-around; font-size: x-small;"> <div style="text-align: center;"> CTRY <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div> </div> <div style="text-align: center;"> C O M P <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div> </div> <div style="text-align: center;"> SAL DIF <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div> </div> <div style="text-align: center;"> ANNUAL SALARY <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div> </div> </div>	

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1800 (1 JAN 60) AND DD FORM 1646 (1 FEB 60) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1969-559-103/1435

Figure 10-8. Sample vacancy requisition, remote location in the same state.

(Chap 10, Para B4h(5))

(5) EXAMPLE: Vacancy located at remote site assigned an activity code. This requisition is being submitted by the Sharpe Army Depot, Lathrop, CA, Activity Code 807A. Control Number A618181, for General Engineer, GS-801-12, Structural option (Option Code STE) and Construction option (Option Code COH), one vacancy, located at the Hawthorne Army Ammunition Plant, Hawthorne, NV which is assigned the Activity Code 807B.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER	P B D								
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)	A 6 1 8 1 8 1								
REQUISITIONING ACTIVITY CODE	8 0 7 A								
NUMBER OF VACANCIES	0 1								
PAY GROUP, SERIES AND GRADE	<div style="display: flex; justify-content: space-between;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-between;"> G S 8 0 1 1 2 </div>								
OPTION CODE(S)	S T E C O H								
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located	8 0 7 B								
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code									
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE									
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary	<div style="display: flex; justify-content: space-between;"> CTRY COMP SAL DIFF ANNUAL SALARY </div> <div style="display: flex; justify-content: space-between;"> </div>								

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1800 (1 JAN 68) AND DD FORM 1640 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1981-559-103/1435

Figure 10-9. Sample vacancy requisition, remote location assigned an activity code.

(Chap 10, Para B4h(6))

(6) EXAMPLE: Vacancy at location not assigned an activity code but physically located at a DoD activity which is assigned an activity code. A requisition is being submitted by the 2750th Air Base Wing, WPAFB, Ohio, Activity Code 549A, Control Number 117, for a Quality Assurance vacancy, GS-1910, grade 09, Aerospace option; (option code AEC), one vacancy which is located at Tyndall Air Force Base, Florida, Activity Code 366A.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER								P B D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)								1 1 7	
REQUISITIONING ACTIVITY CODE								5 4 9 A	
NUMBER OF VACANCIES								0 1	
PAY GROUP, SERIES AND GRADE								<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> GS 1910 09 </div>	
OPTION CODE(S)								A E C	
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located								3 6 6 A	
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code									
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE									
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary								<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> CTRY C O M P SAL DIFF ANNUAL SALARY </div> <div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> </div>	

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1800 (1 JAN 68) AND DD FORM 1648 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1969 - 559-103/1435

Figure 10-10. Sample vacancy requisition, remote location at an activity assigned an activity code.

(Chap 10, Para B4h(7))

(7) EXAMPLE: Vacancy at an overseas activity serviced by CONUS activity. A requisition is being submitted by Naval Air Station, Patuxent River, Maryland, Activity Code 245A, control number 608, for an Equipment Specialist, GS-1670, grade 09, one vacancy, which is located at EUSA Special Troops Command (EAST), Seoul, Korea, Activity 968A.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER				P 8 D					
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)				6 0 8					
REQUISITIONING ACTIVITY CODE				2 4 5 A					
NUMBER OF VACANCIES				0 1					
PAY GROUP, SERIES AND GRADE				<div style="display: flex; justify-content: space-around; font-size: small;">PGP SERIES GR</div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;">G S 1 6 7 0 0 9</div>					
OPTION CODE(S)				<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>					
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located				9 6 8 A					
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code				<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>					
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE							<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>		
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary				<div style="display: flex; justify-content: space-around; font-size: small;"> CTRY C O M P SAL DIFF ANNUAL SALARY </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> </div>					

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1808 (1 JAN 68) AND DD FORM 1648 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1980-559-103/1435

Figure 10-11. Sample vacancy requisition for an overseas activity serviced by a CONUS activity.

(Chap 10, Para B5)

5. Vacancy Requisitioning Products

a. Priority Placement Referral Resumes. Priority Placement Referral Resumes will be issued when there are registrants available who match a requisition. Upon receipt, receiving installations will review the Priority Placement Referral Resumes and make a decision as to whom an offer will be made on the basis of data reflected on the resume. See Chapter 5 for procedures for making offers.

b. Vacancy Requisitions - Unmatched - Errors - Cancellations Listing. Although a specific skill is listed on the Stopper List, the available registrants in the PPP may be deleted from the Program before a requisition for the skill is processed. The submitting activity will then receive a "Vacancy Requisitions - Unmatched - Errors - Cancellations Listing." This Listing indicates to the activity that there are no registrants in the Program for the skill for which the requisition was submitted.

C. OVERSEAS EMPLOYMENT PROGRAM (OEP)

1. General

a. Requisitions for the OEP will be submitted only by those activities serving as recruiting offices for overseas locations. DD Form 1818, Vacancy Requisition, will be used to request referral of applicants available for specific positions - i. e. Pay Group, Series, Grade, Option(s) - if any, and Country Location.

b. In addition to requisitioning for skills that appear on the current DoD OEP Acceptance List, Overseas Recruiting Offices may requisition for other skills. When telephoning such requests to DDSC, the caller must indicate:

(1) That the skill is not on the current Acceptance List and is to be entered on the Positive Recruiting List (PRL).

(2) Whether the skill is to be added to the current Acceptance List because a continuing need exists. DDSC will enter a plus sign (+) with the skill on the PRL. Skills identified in this manner will be added by DoD activities to their copies of the current Acceptance List upon receipt of the PRL.

c. Referral Code 2 or 4 will always be used with requisitions for skills not appearing on the current Acceptance List. These skills will be entered on the PRL and will remain on the PRL until they are canceled by the Overseas Recruiting Office, 90 days have elapsed, or 10 registrants are referred, whichever occurs first. Skills not appearing on the current Acceptance List or identified by a plus sign adding them to the current Acceptance List will be identified by DDSC on the PRL with an asterisk (*).

(Chap 10, Para C2)

2. Coding Instructions for OEP Vacancy Requisitions

a. Vacancy Requisitions must be coded in accordance with the following instructions and the data submitted to DDSC by telephone or, when telephone is not practical, via electrical message or air mail.

(1) Control Number - Enter not more than seven numeric or alpha characters assigned to the requisition by the submitting office for identification purposes. There must be one character entered in at least one of the seven spaces. NOTE: A control number must never be duplicated on vacancy requisitions since this number is used for computer control purposes.

(2) Requisition Activity Code - Enter the four-character activity code assigned to the Overseas Recruiting Office which is submitting the vacancy requisition. Assigned activity codes are contained in DoD 1400.20-2-M and must always end in alpha "A".

(3) Number of Vacancies - Enter the number of vacancies that exist at the overseas location for the skill for which the vacancy requisition is being submitted. Enter 01 through 99 as appropriate.

(4) Pay Group, Series, and Grade - Enter the Pay Group, Series, and Grade of the vacancy.

(a) Pay Group - Enter GS for Class Act (GM will never be shown here); WG for Wage Grade nonsupervisory; WL for Wage Grade Leader; WS for Wage Grade Supervisor; or any valid FWS pay group, as appropriate.

(b) Series - Enter the appropriate series in accordance with OPM occupational groups and series designations.

(c) Grade - Enter appropriate grade level of vacancy using Grades 01 through 15 for Class Act or the appropriate grade level for the FWS pay category.

(5) Option Codes - Enter the appropriate option code(s) - if any. Only those option codes listed under the series shown on the OEP Acceptance List may be used.

(6) DoD Coded Activity - Leave blank for OEP.

(7) State - Leave blank for OEP.

(8) Referral Code - Enter the appropriate code which describes the type of referral action the submitting activity wants taken on the requisition. (For positions not appearing on the current OEP Acceptance List, referral code 2 or 4 will be used.)

(Chap 10, Para C2a(8)(a))

(a) Referral Codes 1 and 2 - Referral codes 1 and 2 are to be used when the Overseas Recruiting Office wants referral of all matching registrants regardless of component.

1 Code 1 - One Time Only Referral of All Matching Registrants - Code 1 will be entered when a one time only referral is desired of all registrants, regardless of component, whose skill (Pay Group, Series, Grade, Option(s) - if any) and Country match the requisition. Referral Resumes of all matching registrants will be mailed to the Overseas Recruiting Office. If no matching registrants are available, an Unmatched Vacancy Requisition Listing will be forwarded to the Overseas Recruiting Office. In either case, no further action will be taken on the requisition by DDSC. Code 1 requisitions will never appear on the PRL.

2 Code 2 - Continued Referral of All Matching Registrants - Code 2 will be entered when continued referral is desired of all registrants, regardless of component, whose skill (Pay Group, Series, Grade, Option(s) - if any,) and Country match the requisition. Referral Resumes of all matching registrants will be mailed to the Overseas Recruiting Office. If 10 or more registrants are referred upon initial processing, the requisition will be considered complete. The resumes and a Vacancy Requisition Cancellation Listing will be forwarded to the Overseas Recruiting Office, and no further action will be taken by DDSC. If less than 10 registrants are referred upon initial processing, the position will be entered on the PRL (with a pound sign-#) and continued referral will be made of matching registrants until the total cumulative number of referrals equals 10, 90 days have elapsed, or the requisition is canceled by the Overseas Recruiting Office, whichever occurs first.

(b) Referral Codes 3 and 4 - Referral codes 3 and 4 are to be used when the Overseas Recruiting Office wishes to limit the referral of registrants to those from its own component.

1 Code 3 - One Time Only Referral of Matching Component Registrants - Code 3 will be entered when a one time only referral is desired of registrants from the same component as the Overseas Recruiting Office whose skill (Pay Group, Series, Grade, Option(s) - if any) and Country match the requisition. Referral Resumes of all matching component registrants will be mailed to the Overseas Recruiting Office. If no matching component registrants are available, an Unmatched Vacancy Requisition Listing will be forwarded to the Overseas Recruiting Office. In either case, no further action will be taken on the requisition by DDSC. Code 3 requisitions will never cause the positions to be entered on the PRL.

2 Code 4 - Continued Referral of Matching Component Registrants - Code 4 will be entered when continued referral is desired of registrants from the same component as the Overseas

(Chap 10, Para C2a(8)(b)2, cont'd)

Recruiting Office whose skill (Pay Group, Series, Grade, Option(s) - if any,) and Country match the requisition. Referral Resumes of matching component registrants will be mailed to the Overseas Recruiting Office. If 10 or more registrants are referred upon initial processing, the requisition will be considered complete, and the resumes and a Vacancy Requisition Cancellation Listing will be forwarded to the Overseas Recruiting Office. No further action will be taken by DDSC. If less than 10 registrants are referred upon initial processing, the position will be entered on the PRL (without a pound sign-#) and continued referral will be made of matching component registrants until the total cumulative number of referrals equals 10, 90 days have elapsed, or the requisition is canceled by the Overseas Recruiting Office, whichever occurs first.

(c) Code X - Cancellation of Vacancy Requisitions

- Code X will be used for the cancellation of active Code 2 or 4 requisitions. Cancellation of Code 1 and 3 requisitions is not necessary. Vacancy Requisitions submitted with Referral Codes 2 or 4 are to receive continual review by the Overseas Recruiting Office to determine whether a cancellation action is required. A cancellation will be submitted as soon as referral of resumes is no longer required. All data coded initially on the Code 2 or 4 requisition must be coded on the canceling requisition exactly the same in order to identify the requisition to be canceled. The ONLY difference in the coding would be that Code X is entered in Referral Code where the 2 or 4 was entered on the original requisition. The submission of a Code X against an active Code 2 or 4 requisition will result in a Vacancy Requisition Cancellation Listing, which will be forwarded to the Overseas Recruiting Office.

(9) Country - Enter the two character country code in which the vacancy is actually located. See Appendix C for country codes.

(10) Component - Enter the component code (A for Army, N for Navy, F for Air Force, or O for Other) of the component having jurisdiction over the overseas activity where the vacancy is located.

(11) Salary Differential - Enter the percentage of annual salary differential granted for the area in which the vacancy(s) is located. Leave these spaces blank if the salary differential is not authorized.

(12) Annual Salary - Enter the annual salary for the first step of the grade of the vacancy except when a higher step is authorized. Do not include salary differential. Salary for Class Act positions should reflect the annual salary authorized by legislation. Salary for Wage Grade position vacancies must be computed to an annual salary. If the annual salary is less than \$10,000, the salary should be preceded by a zero - 07596 - for example.

(Chap 10, Para C2a(13))

(13) EXAMPLES

(a) The Air Force Overseas Recruiting Office at Clark AFB, RP, (Activity 084A) is recruiting for a GS-12 Contract Administrator position located in the Philippines. (GS-1102-12 with the COL, Contract Administration Option.) The annual base salary is \$30,402, and there is a 15% salary differential. Air Force will not consider registrants from other components and needs at least 10 referrals. The control number is PH75111.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER								P 8 D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)								PH 7 5 1 1 1	
REQUISITIONING ACTIVITY CODE								0 8 4 A	
NUMBER OF VACANCIES								0 1	
PAY GROUP, SERIES AND GRADE								<div style="display: flex; justify-content: space-around; font-size: small;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> GS110212 </div>	
OPTION CODE(S)								C O L	
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located								<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div>	
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code								<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> </div>	
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE								4	
<small>Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2</small>									
Enter Country Code, Component, Salary Differential and Annual Salary								<div style="display: flex; justify-content: space-around; font-size: small;"> CTRY C O M P SAL DIFF ANNUAL SALARY </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> RPF1530402 </div>	

DD FORM 1018
1 JUL 71

REPLACES DD FORM 1008 (1 JAN 68) AND DD FORM 1048 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1968 - 559-103/1435

Figure 10-12. Sample vacancy requisition, Overseas Employment Program, component only, continued referrals.

(Chap 10, Para C2a(13)(b))

(b) Requisitioning Activity 076A, Capitol Area Personnel Services Office, Department of Navy, Washington, D. C., is recruiting for a position located in Bermuda classified in the GS-081 Fire Protection and Prevention Series (Airfield) at the GS-06 level. The annual base salary is \$15,423, and there is no salary differential. A one time only referral of all registrants, regardless of component, is desired. The control number is 75214.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER								P S D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)								7 5 2 1 4	
REQUISITIONING ACTIVITY CODE								0 7 6 A	
NUMBER OF VACANCIES								0 1	
PAY GROUP, SERIES AND GRADE								<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> PGP SERIES GR </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> GS081 06 </div>	
OPTION CODE(S)								A I G	
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located									
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code									
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:									
REFERRAL CODE								1	
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary								<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> CTRY COMP SAL DIFF ANNUAL SALARY </div> <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 2px;"> BDN 001 15423 </div>	

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1808 (1 JAN 68) AND DD FORM 1848 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1969 - 559-103/1435

Figure 10-13. Sample vacancy requisition, Overseas Employment Program, one time referral of all eligible registrants

DoD 1400.20-1-M

(Chap 10, Para C2a(13)(c))

(c) Following is a cancellation of the requisition listed as EXAMPLE (13a), Figure 10-12.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION	
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:	
DOCUMENT IDENTIFIER	P B D
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)	P H 7 5 1 1 1
REQUISITIONING ACTIVITY CODE	0 8 4 A
NUMBER OF VACANCIES	0 1
PAY GROUP, SERIES AND GRADE	PGP: G S SERIES: 1 1 0 2 GR: 1 2
OPTION CODE(S)	C O L
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located	
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code	
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY	
REFERRAL CODE	X
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2	
Enter Country Code, Component, Salary Differential and Annual Salary	CTRY: R P F C O M P: 1 5 SAL DIFF: 3 0 ANNUAL SALARY: 4 0 2

DD FORM 1400
1 JUL 71

REPLACES DD FORM 1400 (1 JAN 64) AND DD FORM 1400 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1968 - 559-103/1435

Figure 10-14. Sample vacancy requisition, Overseas Employment Program, cancellation.

(Chap 10,, Para C3)

3. Vacancy Requisitioning Products

a. Overseas Recruiting Offices will receive either OEP Referral Resumes or an Unmatched Vacancy Requisition Listing in response to a Vacancy Requisition.

b. A list of OEP Referral Resumes will be forwarded when there are registrants in the Program who match the vacancy. If the requisition is a Code 1 or 3 only one listing will be forwarded. Code 2 and 4 requisitions will result in a list of OEP Referral Resumes being forwarded whenever new registrants match the vacancy until the Code 2 or 4 requisition is canceled by referral of 10 or more registrants, by activity initiated Cancellation, or at the end of 90 days, whichever occurs first.

c. An Unmatched Vacancy Requisition Listing will be forwarded when there are no registrants in the Program who match the vacancy. For Code 1 and 3 requisitions, no further action will be taken by DDSC. Code 2 and 4 requisitions will be placed on the PRL if they are unmatched or less than 10 registrants are referred.

d. When a requisition is canceled by the Overseas Recruiting Office by submission of a Code X requisition or automatic termination after 10 referrals or at the end of a 90 day recruiting period, the Overseas Recruiting Office will receive a Vacancy Requisition Cancellation Listing reflecting cancellation of any further action by DDSC on the affected requisition.

e. All these listings should be reviewed to determine whether any corrective action must be taken.

D. USE OF TELEPHONE FOR SUBMITTING VACANCY REQUISITIONS

1. DD Form 1818, Vacancy Requisition, data is to be submitted by BBS, if connected. If not, data should be submitted to DDSC via telephone or AUTODIN. Mail should only be used when such data cannot be submitted by other means.

2. CPOs submitting vacancy requisition data by telephone are to use the following numbers:

COMMERCIAL: Area Code 513, 296-5873 and 296-6871
AUTOVON: 986-5873 and 986-6871

Before calling DDSC, a DD Form 1818 should be prepared in advance in order that requisition data can be read into the telephone in element order and without hesitation. When making a telephone call to DDSC, a recorded message will advise users to state the number of requisitions

(Chap 10, Para D2, cont'd)

or registering activity report actions that they are submitting, their name, and then give the appropriate data. When submitting requisitions, requisition data is to be read in order and identified; i.e., Control Number_____, Requisitioning Activity Code_____, Number of Vacancies_____, etc. Data given by the caller will then be transcribed from the recorder by DDSC personnel and submitted for computer processing. It is very important that callers speak slowly and directly into the telephone, enunciating each alpha and numeric character distinctly so that DDSC personnel may understand clearly the data intended for each vacancy requisition.

* Always give a word to further explain an alpha. (For example, control number BN 123 should be given as "B" as bravo, "N" as in Nancy 123.) The recording device does not acknowledge receipt of requisition data. Acknowledgment of requisitions will be in the form of Referral Resumes or an Unmatched Vacancy List forwarded by DDSC to the requisitioning activity.

* 3. Vacancy requisitions received at DDSC prior to 1600 hours by BBS and 1200 hours by telephone (Dayton, Ohio, time) will normally be processed the same day they are received. Requisitions received after these times on Friday will be processed the following Monday. It is recommended that DD Form 1818 be completed for requisitions transmitted by BBS or electric secretary to DDSC and that they be annotated with the date and time of transmission and used as the requisitioning activity office record of submission.

CHAPTER 11

REPORT ACTIONS

A. RESUME FORMS

Each Resume Audit issued by DDSC is printed on DD Form 1820 which consists of detachable Parts A and B. This is also true of some Referral Resumes; however, those activities using AUTODIN (see Chapter 12) or BBS receive their referrals by message or BBS. On the DD Form 1820, Part A contains Item 1 RESUME AUDIT identification data, Item 2 REFERRAL RESUME identification data, and REPORT ACTION CODES. Computer data entered in Item 1 of Part A indicates that Part B is a Resume Audit issued to a registering/releasing activity as the result of a registration or file maintenance form submitted to DDSC. Computer data entered in Item 2 of Part A indicates that Part B is a Referral Resume issued to a gaining activity in reply to submission of a Vacancy Requisition, DD Form 1818. Report Action Codes are provided in Part A for use of releasing and gaining activities in reporting actions affecting a registrant. Actions which would result in deletion of registrants from the Programs are to be reported by the releasing activity to DDSC as soon as such action is identified. As a means of assuring prompt submission of such actions by the releasing activity, gaining activities will report results of contacts with the releasing CPO concerning referred registrants.

B. RELEASING ACTIVITY REPORT ACTIONS - (AUTODIN Users See Chapter 12) (Overseas Activities Also See Chapter 6)

Releasing Activity Report Actions, Item 1, Part A, DD Form 1820 provided by DDSC with each Resume Audit will be completed and sent by BBS if connected or telephoned to DDSC when possible per instructions in Paragraph F of this Chapter. Registering activities may use Codes 02 through 12 as appropriate to effect deletion of a registrant from all Programs, except the Overseas Employment Program (OEP). Codes 03 and 06 through 11 will be used to remove registrants from the OEP. To assure that required action for each registrant is properly reported and to preclude unnecessary referral of registrants no longer available for placement, the following instructions must be adhered to in submitting Report Actions.

1. Code 02 - Declination of Offer

a. Code 02 will be entered in spaces provided when a registrant declines a valid offer. In addition to action Code 02, the pay group, series, grade, gaining activity and commuting area data will be coded.

(Chap 11, Para Bla(1))

(1) Declination of Valid Offer from DoD Activity:

(a) Pay Group - Enter appropriate pay group. Use GS in lieu of GM.

(b) Series - Enter the series of the position declined.

(c) Grade - Enter the two-digit grade of the position declined. Grades of less than 10 will be preceded with a zero; i.e., 04 for Grade 4.

* (d) Gaining Activity - Enter the code of the servicing civilian personnel office, even though the location of the vacancy may be at a remote site, to reflect the office which should receive credit for making the position offer. (Must be an "A" coded activity.)

* (e) Commuting Area - Enter Y for Yes or N for No to indicate whether the position declined was or was not within the commuting area of the registering activity. Military Spouses even if registered by an overseas activity, must show "Y" in the commuting area.

EXAMPLE: Registrant from Activity 555A declined offer of placement at Activity 541A as Safety Officer, GS-018-09, located outside commuting area of 555A:

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	02	GS	018	09	541A	N

Figure 11-1. Sample report action, declination of position in DoD outside the commuting area.

(2) Declination of Valid Offer from Non-DoD Federal Agency. Code the same as for declination of valid offer from DoD Activity except:

(a) Pay Group - If pay group contains more than two letters, enter the first two.

(b) Gaining Activity - Enter the two-letter code from Appendix C for the non-DoD Federal Agency where the position was located.

(Chap 11, Para Bla(2)(b))

EXAMPLE: Registrant from Activity 549A declines offer of placement at Department of Agriculture for GS-301-04, Clerk, within the commuting area:

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	02	GS	301	04	AG	Y

Figure 11-2. Sample report action, declination of position in non-DoD agency, within the commuting area.

2. Code 03 - Placement - DoD Activity

a. All Programs Except OEP - Action Code 03 will be used to reflect placement, which includes placement by reassignments, transfer, and reinstatement within DoD. Pay group, series, grade, gaining activity and commuting area will be coded in the same manner as in paragraph Bla(1) for Action Code 02, Declination of Offer.

NOTE: When a report action "03" is processed by the servicing activity any referral resumes (P8J's) from the same activity will be cleared automatically by DDSC. (In this case, report action "14" not required).

EXAMPLE: Overseas returnee registrant has accepted an offer of placement at Activity 555A as Fire Chief, GS-081-11:

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	03	GS	081	11	555A	N

Figure 11-3. Sample report action, placement in DoD, overseas returnee.

b. Overseas Employment Program - Action Code 03 is used in the OEP to report placement of an OEP registrant at a DoD activity overseas. When a DoD OEP registrant is placed overseas with another Federal Agency, use Action Code 03 to remove the registrant from the program and receive credit for the placement.

(1) Pay group, series and grade are to be completed in the same manner outlined in paragraph Bla(1) above.

(2) In the first two gaining activity/country spaces, enter the two-letter country code of the country where the position is located. Refer to Appendix C for country codes.

(3) Leave commuting area blank.

(Chap 11, Para B2b(3) cont'd)

EXAMPLE: OEP Registrant has accepted an offer of General Engineer, GS-801-12 at RAF, Bentwaters, England:

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	0 3	G S	8 0 1	1 2	U K	

Figure 11-4. Sample report action, placement in DoD, Overseas Employment Program.

3. Code 04 - Placement - Other Federal Agency - Action Code 04 will be used to reflect a placement of a DoD registrant with another Federal Agency outside the Department of Defense. Information should be coded the same as for declination of a valid offer at another Federal Agency (Report Action 02). (Code 04 is not applicable to the Overseas Employment Program.)

EXAMPLE: Registrant from Activity 344A has accepted a position of Clerk Typist, GS-322-04, with the Veterans Administration in Cherry Point, NC.

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	0 4	G S	3 2 2	0 4	V A	Y

Figure 11-5. Sample report action, placement in non-DoD agency, within commuting area.

4. Placement - Private Industry - Action Code 05 will only be used to report placement of a registrant in private industry when the registrant is no longer available for a position in the Federal service. Do not use this code if the registrant desires and is entitled to continued referral after being placed in private industry. This code will not be used in the OEP. Pay group, series, grade, and gaining activity are not applicable. Code Y for Yes in spaces provided for commuting area if the position accepted is within the commuting area of the registering activity; if not, code N for No.

EXAMPLE: Registrant has accepted a position in private industry in Denver, CO, which is outside the commuting area of the registering activity and is no longer available for Federal employment.

REG ACT	ACTION	PAY GROUP	SERIES	GRADE	GAINING ACTIVITY/ COUNTRY	COMMUTING AREA
	0 5					N

Figure 11-6. Sample report action, placement in private industry, outside commuting area.

(Chap 11, Para B5)

5. Retired - Action Code 06 will be used to reflect Optional, Discontinued Service, or Disability Retirement of a registrant. (Do not use Code 06 for Discontinued Service Retirements when the registrant desires continued placement consideration.) Enter Code 06 only - no other information required.

6. Resigned - Action Code 07 will be used only when a registrant resigns and does not desire any further placement assistance. Do not use Code 07 when the registrant is entitled to and desires continued placement assistance.

7. Deceased - Action Code 08 will be used to reflect the death of a registrant. Enter Code 08 only.

8. Removal for Cause - Action Code 09 will be used to reflect that a registrant is being removed for cause. Enter Code 09 only. Do not use this code to delete registrant for any other reason.

9. Removal - Registrant Request - Action Code 10 will be used to remove a voluntary registrant from the program at the registrant's request. Enter Code 10 only.

10. Removal - CPO Request - Action Code 11 will be used to remove a registrant from the program when the CPO determines that a registrant is no longer available for placement and none of the other report action codes apply. It will also be used to cancel an erroneous registration, i.e., due to an incorrect Social Security Number. Code 11 will be submitted when an OEP registrant moves to another activity.

11. RIF Canceled - Action Code 12 will be used to reflect that a registrant is no longer affected by RIF. Enter Code 12 only. Action Code 12 does not apply to the OEP. If the RIF is canceled as the result of the CPO finding another job for the registrant, the 03 Placement Code is appropriate to credit the placement to the activity.

Report actions 06, 07, 08, 09, 10, 11, and 12 should show report action only with no additional input required. *

12. Action Code 13 - Extend Registration One Year (no longer applicable) (See Chapter 7, para F8, for proper procedure when extending an OEP registration). *

C. USE OF TELEPHONE FOR SUBMITTING REGISTERING ACTIVITY REPORT ACTION

1. DD Forms 1820, Part A, Item 1, report action data (from registering activities only) are to be submitted via telephone to DDSC by DoD civilian personnel offices within the United States and Puerto Rico, when practical. When use of the telephone is not practical,

(Chap 11, Para C1 cont'd)

especially for CPOs overseas, transmission of report actions will be made by the next expeditious means - electrical message or air mail. The DDSC message address is:

DDSC DAYTON OH

2. CPOs submitting registering activity report actions by telephone are to use the following telephone numbers:

Commercial: Area Code 513, 296-5873 and 296-6871
AUTOVON: 986-5873 and 986-6871

a. Before calling DDSC, the DD Form 1820 (Resume Audit) Part A, Item 1, will be prepared in advance in order that the report action data can be read into the telephone in proper order and without hesitation. When making a telephone call to DDSC, a recorded message will advise users to state the number of requisitions or registering activity report actions that they are submitting, their name, and then give the appropriate data. When submitting registering activity report actions, data must be read in order and identified; i.e., Program Code, Social Security Number, Registering Activity Code, Report Action Code, and, on Report Action Codes 02, 03, 04, the Pay Group, Series, Grade, Gaining Activity or Gaining Country, and Commuting Area, and finally the Name of the registrant. For Report Action Code 05 the Program Code, Social Security Number, Registering Activity Code, Report Action Code, Commuting Area and the registrant's name is to be given. It is important that callers speak slowly and directly into the telephone, enunciating each alpha and numeric character distinctly so that DDSC personnel may understand clearly the data intended for each report action.

b. The recording device does not acknowledge receipt of report action data. Acknowledgment of deletion Report Actions will be in the form of a Resume Listing forwarded by DDSC to the registering activity. The completed DD Form 1820, Part A, Item 1, for each report action is to be retained, the data checked against the Resume Release Listing and then the form filed with other documentation.

3. Registering activity report actions submitted to DDSC prior to 1200 hours, Dayton, Ohio, time will be processed the same day they are received. Report actions received after 1200 hours on Friday will be processed the following Monday. Registering activity report actions should not be submitted via mail unless efforts to submit report actions by telephone, BBS, or electrical message are unsuccessful.

(Chap 11, Para D)

D. NOTICE OF OVERDUE REGISTRANT REPORT ACTION - RELEASING ACTIVITIES

1. When Part A, Referral Resume Report Actions are returned by the gaining activity to DDSC with proper action, the Resumes will be cleared as far as the gaining activity is concerned. Report Action Codes 14, 15, 21, 23, 24 and 25 (reflected in paragraph E of this Chapter) entered in Part A, Item 2, of Referral Resumes returned by gaining activities will indicate that the registering activity should submit a Report Action to DDSC to show a placement, declination, or some type of deletion action, as outlined in paragraph B. If the proper deletion action has been submitted by the registering CPO, no further action will be necessary. If the registering civilian personnel office has not submitted the necessary Report Action within three days after receipt of the gaining activity information by DDSC, a Notice of Overdue Registrant Report Action will be generated by the computer to the registering CPO advising that they should submit appropriate report action to delete the registrant from the Program. If no reply to the Notice of Overdue Registrant Report Action is received by DDSC within 14 days, a follow-up notification will be forwarded to the appropriate Zone Coordinator by DDSC.

2. Overseas Employment Program - When Part A of the OEP Referral Resumes are returned by Overseas Recruiting Offices with Report Action Codes 14, 21, 24 or 26 reflected, the same procedures will be followed to delete registrants from the OEP as is indicated in paragraph 1 above.

E. GAINING ACTIVITY REPORT ACTIONS (OEP users see Chapter 7 - AUTODIN users see Chapter 12)

A Referral Resume is issued for each registrant who matches a vacancy requisition. More than one resume may be issued in reply to one vacancy requisition. Gaining Activities will complete Item 2 of Part A, DD Form 1820, which identifies the Resume being referred against a specific Vacancy Requisition, gives special instructions for return of Part A, and provides spaces for the CPO to enter the applicable report action code. Report Action Codes 14 through 27 are listed in Part A under the heading, GAINING ACTIVITY REPORT CODES. They will be used by gaining activities to indicate action taken on each Referral Resume received in answer to a Vacancy Requisition. Upon completion of action on a Referral Resume, enter the applicable Report Action Code in the two spaces under the heading ACTION. The authorized civilian personnel official will indicate by signature in space provided that action reflected on Part A, Item 2, has been accomplished in accordance with DoD policies contained in this manual. As a means of assuring prompt submission of report action by the releasing activity, gaining activities will report results of contacts with the releasing CPO concerning referred registrants.

Report Action

1. Code 14 - REGISTRANT PLACED AT THIS ACTIVITY

Report Action Code 14 is used when the registrant accepts the position for which referred by the Referral Resume. Do not use Code 14 for acceptance in the commuting area of a temporary position of less than one year or part-time position Code 26 should be used for reporting such placements. If the registering and gaining activities are the same, code "03" submitted by the registering activity, will automatically clear all (P8J's) and code "14" is not required.

2. Code 15 - REGISTRANT DECLINED THIS POSITION

Report Action Code 15 is used when the registrant declines a valid offer of a position for which referred by the Referral Resume. Do not use Code 15 for declination of a temporary or term position by a registrant. Code 26 should be used for reporting such declinations. Use Code 15 for declination of a part time, intermittent, seasonal or on-call continuing position of which the number of hours of work are essentially the same as that held at the time of registration eligibility.

3. Code 16 - VACANCY FILLED BY REASSIGNMENT

Report Action Code 16 is used when the vacancy was filled by reassignment of an activity or component employee when placement of the registrant is not required by reason of priority.

4. Code 17 - VACANCY FILLED BY PROMOTION

Report Action Code 17 is used when the vacancy was filled by an activity employee by repromotion or by some other promotion action permitted as an exception to the Merit Promotion Program, or by promotion of an activity or component employee when placement of the registrant is not required by reason of priority.

5. Code 18 - VACANCY FILLED BY TRANSFER

* Applicable only when responding to a Military Spouse preference registrant.

(Chap 11, Para E6)

6. Code 19 - VACANCY FILLED BY ANOTHER REGISTRANT

Report Action Code 19 is used when the vacancy is filled by another registrant with the same or higher priority and an offer was not made to registrant.

7. Code 20 - VACANCY FILLED FROM DEP/RPL

Report Action Code 20 is used when the vacancy was filled from the DEP or RPL when placement rights precede those of the registrant in accordance with Chapter 5, paragraph B1.

8. Code 21 - REGISTRANT ALREADY PLACED PER CPO

Report Action Code 21 is used when the releasing CPO has indicated that the registrant has already been placed.

9. Code 22 - REGISTRANT NOT QUALIFIED PER RELEASING CPO

Report Action Code 22 is used when the registrant is found not to meet the qualification requirements for the position by mutual decision between the releasing and gaining activities, or by decision of the Region, Zone or Component Coordinator.

10. Code 23 - REGISTRANT NOT AVAILABLE - RIF CANCELED

Report Action Code 23 is used when the releasing CPO advises that the RIF Notice of the registrant has been canceled.

11. Code 24 - PREVIOUSLY REPORTED PLACED AT THIS ACTIVITY

Report Action 24 is used when the registrant has already been placed by the gaining activity regardless of the position in which placed.

12. Code 25 - PREVIOUSLY DECLINED SAME POSITION

Report Action Code 25 is used when the referred registrant has previously declined the same position.

13. Code 26 - USE OF RESUME NOT REQUIRED

EXPLAIN _____

Report Action Code 26 is used when none of the other Gaining Activity Report Action Codes apply. Some examples follow: the employee has either retired, resigned, is deceased, accepts/declines temporary offer, has declined another offer, or has been removed, whether for cause, or at the registrant's or CPO's request.

Anytime Report Action Code 26 is used, a full explanation as to why use of the resume is not required is to be given in the space provided.

14. Code 27 - POSITION CANCELED

EXPLAIN _____

Report Action Coded 27 is used when the position for which the Referral Resume was requested was canceled. Any time Report Action Code 27 is used, a full explanation as to why the position was canceled is to be given in the space provided.

NOTE: Overseas Employment Program - Report Action Codes 14, 21, 24 and 26 above will be used by Overseas Recruiting Offices and Overseas Activities to indicate action taken on OEP Referral Resumes, when applicable.

F. NOTICE OF OVERDUE RESUME REPORT ACTION

Part A, DD Form 1820, must be returned, properly annotated, to DDSC within 45 calendar days for Priority 1 and 2 and within 55 calendar days for Priority 3 from the date of issue of the resume, with the exception of Referral Resumes for the OEP. A suspense is maintained on each Referral Resume issued by DDSC. When an activity has not returned Part A of a Referral Resume within the allotted time limit, a Notice of Overdue Resume Report Action will be sent to the activity. If Part A of the Referral Resume has not been returned within 10 work days (Priority 1 and 2) or 20 work days (Priority 3) of the Notice of Overdue Resume Report Action, the Zone Coordinator will be notified and will take appropriate action. If extenuating

(Chap 11, Para F cont'd)

circumstances prevent the return of a Referral Resume Report Action within the allotted time, the requesting activity should notify DDSC as soon as possible to preclude issuance of a Notice of Overdue Resume Report Action. The following information should be provided to DDSC: *

1. Requisition Activity Code
2. Control Number
3. Reason for Delay

CHAPTER 12

AUTODIN PROCEDURES

A. PURPOSE

The Automatic Digital Network (AUTODIN) represents a difference in the requisitioning and reporting procedures from the electronic BBS method and the telephone/mail process. For those activities using AUTODIN exclusively, there is no paper Stopper List and, as a consequence, no need to continually match "open" vacancies against a Stopper List. Activities may choose a combination of AUTODIN and a paper Stopper List which requires matching vacancies against the list and submitting requisitions and report actions via AUTODIN. The procedures for using AUTODIN are described herein. Civilian personnel officers must work closely with their servicing Communications Center personnel in the Autodin process.

B. POLICY

All of the policies and the intent of the Priority Placement Program are applicable under these procedures, with the following exception:

Those Army activities that have automatically received resumes for Reserve Technician vacancies, along with their Stopper Lists, must now use the requisitioning procedures described herein.

C. REQUISITIONING PROCEDURES

1. It is advisable for activities to complete a Vacancy Requisition form DD 1818 for all vacancies subject to the provisions of the PPP. This procedure will be of assistance in preparing AUTODIN messages and will provide a "file copy" for record keeping purposes.

a. In converting the data from the form to the TWX format, each block on the form will represent one card column (cc) and the entire form will represent one line on the TWX. Each line has a maximum length of 48 characters, or card columns. However, no more than 38 columns may be used for PPP. The first three characters will always be "P8D" for PPP vacancy requisitions. These first three characters are called the Document Identifier Code (DIC). The DIC is then followed by the rest of the data from the form, i.e., requisition control number (columns 4 through 10); activity code (columns 11 through 14); number of vacancies (columns 15 and 16); pay group, series, and grade (columns 17 through 25); option code(s), if any (columns 26 through 31); and referral code (column 38). Note that if any block(s) on the form is blank, then that card column must either be blank or "filled in" with a "Z". However, if a "Z" is used in the control number, it will become a part of that number and must be used whenever reference is made to that requisition.

(Chap 12, Para C1a cont'd)

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION									
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:									
DOCUMENT IDENTIFIER				P 8 D					
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)				4 5 6 7 8 9 10					
REQUISITIONING ACTIVITY CODE				11 12 13 14					
NUMBER OF VACANCIES				15 16					
PAY GROUP SERIES AND GRADE				PGP SERIES GR					
				17 18 19 20 21 22 23 24 25					
OPTION CODE(S)				26 27 28 29 30 31					
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located				32 33 34 35					
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code				36 37					
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY									
REFERRAL CODE				38					
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2									
Enter Country Code, Component, Salary Differential and Annual Salary									
				C O M P		SAL DIFF		ANNUAL SALARY	
				CTRY		SAL DIFF		ANNUAL SALARY	

DD FORM 1818
1 JUL 71

REPLACES DD FORM 1509 (1 JAN 68) AND DD FORM 1648 (1 FEB 68) WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1982-559-103/1435

Figure 12-1. Card Column Numbering Setup

2. After the form has been completed, it must be converted to a medium which can be transmitted via AUTODIN. This may be done by using the Joint Message-Form, DD 173/1. Except for the body of the message, it will appear to be a "normal" TWX. However, specific requirement must be met to assure proper processing. Use local instructions for completing this portion of the form, except for the two items indicated below.

(Chap 12, Para C2)

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
1 of 1	091330Z	OCT	90	R		UNCLAS		TC	IDCB	4930
BOOK	MESSAGE HANDLING INSTRUCTIONS									

The second character of the Language Media Format (LMF) must always be a "C". This tells the computer on the receiving end of the message that the input is to be recorded in 80 column card format which is acceptable to the DDSC computer.

The Content Indicator Code (CIC) must always be "IDCB". This tells the computer on the receiving end of the transmission where to route the data.

DOCUMENT IDENTIFIER	CONTROL NUMBER	REQUISITIONING ACTIVITY NUMBER	NUMBER OF VACANCIES	PAY GROUP, SERIES AND GRADE	OPTION CODE(S)	DoD CODED ACTIVITY	STATE REFERRAL CODE
P8DDG00004	555A01GS0020112	EMCSTB367A					
P8DDG00005	555A01GS0020112	EMCSTB					
P8DDG00006	555A01GS0020112						

As you can tell by the headings at the top of this block, the information that is needed is the same as that on the DD1818. The most important thing to remember is that the spacing is critical. All requisitions begin with the Document Identifier Code (DIC) of P8D. The "P" in the DIC must be considered as starting in card column (cc) 1. If you process TWXs by OCR, the TWX form must be typed so that the "P" is the character in the leftmost space. If your organization uses card input for TWXs, the "P" must be in cc 1. If your TWXs are typed on the Standard Form 173/1, then

it is imperative that your communications center be aware of the criticality of the spacing requirements. The DIC is followed by the vacancy requisition data for a total of no more than 38 spaces, with blanks or Zs in unused spaces.

(Chap 12, para C3)

3. The following Referral Codes are available for your use when submitting requisition or when submitting follow on actions against requisitions already in the system:

Column 38

Referral Code	Action Requested
Blank	Indicates the requisition is to cover all priorities
P	Indicates a requisition is to cover only priorities 1 and 2
A	Indicates the requisition is for Army Reserve Technician or Air Force Reserve positions.
T	Indicates the requisition is to cover a Temporary position which will last for one year or less
S	Indicates the requisition is to cover all priorities 1 and 2 and only military spouse priority 3
E	Indicates the requisition was submitted in error
F	Indicates that the position requisitioned against has been filled or that a selection certificates has been issued
N	Indicates that the position requisitioned against is not going to be filled and is to be canceled
C	Indicates that the activity has received a notice to the effect that a requisition has been on file for 90 days without any action occurring and still wants the requisition to continue
I	Indicates that the activity wants to increase the number of positions for a particular requisition

4. Normally, the requisitioning activity will be notified by message the following day whether the vacancy is matched or unmatched on those requisitions received by DDSC by 1830 hours each day.

a. If a requisition is matched, one or more resumes will be generated, via AUTODIN. Those resumes are to be processed in accordance with established procedures.

b. If the requisition is unmatched, a message will be generated, via AUTODIN, advising the activity accordingly. However, the requisition will continue to be processed automatically each day until canceled. In the case of multiple vacancies for the same type position on a single requisition, this automatic process will continue until all vacancies are filled or canceled.

(Chap 12, para C5)

5. Autodin allows activities to increase the number of vacancies on an active requisition without submitting another requisition, thereby decreasing the number of requisitions needed. The time needed to clear vacancies is also shortened. A special code, "I", is used to increase the number of vacancies for a particular requisition. The "I" will appear in card column 38 of the TWX line. As an example, activity 555A has already requisitioned for a GS-2010-11 under control number JD84123, for one vacancy. Since the submission date, the activity has generated two more SF52s to fill GS-2010-11 positions and the initial requisition is still active. Instead of submitting a new requisition, the activity may report this change by increasing the number of vacancies on JD84123 by two. Again, the format is similar to that used for initiating a requisition and the action would look like this, if "Z" is not used as a filler:

1	2	3	4	5
12345678901234567890123456789012345678901234567890				
P8DJD84123555A02			I	

Figure 12-2. Sample AUTODIN transmission to increase the number of vacancies.

a. This method can only be used with identical vacancies. If the original requisition was for a position without any options and a new vacancy is for a position in the same classification series but with an option, the positions would not be identical and a new requisition would be required.

b. Action code "I" can be used as long as the vacancy requisition is active. Once the number of vacancies recorded by the computer equals zero, the requisition will automatically be cleared from the active file and code "I" can no longer be used. A new requisition is required for any new vacancies.

6. After 90 days have elapsed and the requisition is still active, a notice will be generated by DDSC requesting a report as to the status of the requisition, i.e., whether to cancel or continue processing. In responding to this notice, activities will use another special code, "C", if the requisition is to continue in an active status. Code "C" will cause the same requisition to continue in the system as an active requisition until filled or otherwise canceled, or for another 90 days, whichever occurs first. Activities have 15 days in which to respond to the 90 day followup notice. The format for this type transaction would look like this, if "Z" is not used as fillers:

1	2	3	4	5
12345678901234567890123456789012345678901234567890				
P8DJD84123555A01			C	

Figure 12-3. Sample AUTODIN transmission to continue a requisition in an active status.

(Chap 12, Para C7)

7. There will be instances when a requisition needs to be canceled because the requisition was in error, the position has been filled through another authorized source, or the position is not going to be filled.

a. The format for canceling a requisition is also similar to that used in initiating a requisition. The number of vacancies to be canceled need not equal the number of vacancies originally submitted. Rather, the number to be canceled will be those remaining on the active requisition. The action code to be entered in card column 38 must be one of the following:

(1) E - requisition submitted in error or vacancy data was in error.

(2) F - position(s) filled.

(3) N - position(s) not going to be filled. An action to cancel might look like this:

1	2	3	4	5
12345678901234567890123456789012345678901234567890				
P8DT084B52555A03ZZZZZZZZZZZZZZZZZZZZZZZZZZN				

Figure 12-4. Sample AUTODIN transmission to cancel a requisition.

b. When a vacancy is canceled, an activity must insure that adequate records are maintained which fully document the reason(s) for using any of the above codes. Additionally, if resumes are received as a result of the requisition, they must be cleared (use Report Action Code 26) and a narrative explanation for not using the resume(s) provided.

D. REPORT ACTIONS

A Referral Resume will be issued via AUTODIN for each registrant that matches a vacancy requisition. In order to clear these resumes from the active file, a report action for each resume is required. Releasing activities will not use the AUTODIN to submit report actions to remove registrants from the program. Rather, they will use the "traditional" method to submit report actions 02 through 12. Gaining activities will submit report actions 14 through 27 using AUTODIN procedures.

1. On each resume issued to a gaining activity, there appears a Report Action Control Number (RPT ACT CON NR). This is a number assigned by the computer and is different for each resume. All that needs to be transmitted is this number, as it appears on each resume, plus the report action code appropriate to each resume. Again, spacing is critical to successful transmission via AUTODIN. The "P"

(Chap 12, Para D1 cont'd)

in the Report Action Control Number in card column 1, or the leftmost position. The report action code begins in column 16. Report action codes 26 and 27 always require some type of narrative explanation. This may require more than one line of input. In those instances, each additional line of input must also begin with the report action control number and the report action code, followed by a line number (columns 18 and 19), a space (column 20), and the narrative statement(s). Each line of narrative must be numbered consecutively, beginning with 01, followed by 02, 03, etc. The number 01 must appear on the first line even if there is only the one line of narrative. A multiple line report might look like this:

1	2	3	4	5
12345678901	2345678901	2345678901	2345678901	234567890
P8J555A010203042601 PER RELEASING CPO EMPLOYEE				
P8J555A010203042602 OFFERED POSITION AND DECLINED				
P8J555A010203042603 BUT NOT A FIRM OFFER SINCE				
P8J555A010203042604 POSITION UNDER STUDY FOR CON				
P8J555A010203042605 TRACTING OUT AND PCS MOVE IS				
P8J555A010203042606 REQUIRED.				

Figure 12-5. Sample AUTODIN transmission, report action 26.

2. Report actions for each resume referred must be transmitted to DDSC within 45 calendar days (Priority 1 and 2) or within 55 calendar days (Priority 3) after the date of issue of the resume. If a report is not received within the time limit, an overdue notice will be sent by DDSC to the activity. If extenuating circumstances will prevent the return of a report action within the allotted time, the activity should call DDSC as soon as possible to request an extension and preclude the issuance of an overdue notice. The following information should be provided:

- a. The requisitioning activity code.
- b. The control number(s).
- c. Reason(s) for the delay.

3. Gaining activity report action codes are to be applied as described in Chapter 11.

(Chap 12, Para E)

E. ERROR MESSAGES

If errors are detected on any type of AUTODIN input transaction, an error message will be generated. An error message will be generated as a result of an actual error in transmission, or as the result of a preceding action.

1. Messages indicating that erroneous data has been submitted in a vacancy requisition will be transmitted showing how the requisition was actually received by the DDSC computer, followed by an itemized list of any errors.

2. Other messages may be transmitted indicating situations which are "unmatched" or duplications, or unnecessary actions. For example, a cancellation action may be a duplicate, because the requisition was previously canceled, or the cancellation may be unmatched because the control number on a cancellation action does not match any requisition control number. Another example of an unmatched cancellation might occur because the requisition has been automatically deleted as the result of an authorized placement action.

3. Activities should verify that a particular requisition has not been canceled before submitting a cancellation transaction. Care should be exercised to assure that correct control numbers are used when any follow up action is taken against an existing requisition. As noted before, spacing on all AUTODIN input transactions is critical. If just one column is wrong, the transmission will be rejected and an error message will follow.

CHAPTER 13
INTERROGATION PROCESS

A. POLICY

Vacancies within DoD are to be filled, to the extent possible, by PPP registrants whose positions are scheduled for abolishment or transfer. To assist CPOs in fulfilling this responsibility, the PPP is also programmed for use as a recruiting source. An activity with vacancies, and whose Stopper List is clear, may obtain resumes of registrants who are qualified but may not be registered for placement at that particular installation, or remote location which it services.

B. REQUESTING INTERROGATIONS

1. An interrogation of the programs covered under the PPP may be requested by mail or telephone to DDSC. The degree of success in using the Program as a recruiting source is often based on the manner in which interrogations are requested and, for this reason, a general outline of the Program capability is listed below with suggestions on how to obtain maximum results.

2. Information on registrants in the Program may be obtained by:

a. Skill - how many individuals are registered for a particular type of job.

b. Pay Group - GS, General Schedule; WG, Wage Grade; WL, Wage Leader; WS, Wage Supervisor; WM, Maritime; WN, Production Facilitating - Supervisory or etc.

c. Grade Level - GS 01 through 15 and WG, WL, WS, WM, WN, etc., as appropriate

d. Area where referral is desired, by:

(1) Individual DOD activity.

(2) All DOD activities within a Zone.

(3) All DOD activities within a DoD Region.

(4) All DOD activities within the United States.

e. Any combination of the above - i.e., skills within a state, etc.

(Chap 13, Para C)

C. USING THE INTERROGATION PROCESS

1. The DoD activity with vacancies should carefully consider a plan of interrogation and data should be requested within reasonable, manageable bounds. A request for information should be narrowed down to that which will represent the best recruiting potential. Interrogations for all registrants, all skills, or other large interrogations would provide a very extensive listing of potential candidates but probably would not help the activity with the vacancy.

2. A potential supply of candidates would consist of those who are registered for consideration at DoD activities near the activity with the vacancy. These registrants have indicated a willingness to accept employment in the same geographical area even though they have not selected the activity with the vacancy.

3. The offer of a promotion to registrants identified by the interrogation process serves as an incentive to get such registrants to accept offers. Interrogations could be requested for employees registered for grades lower than the vacancy to be filled and, although the data on the registrants will not specifically identify those eligible for promotion, several indicators are available as to the employees' qualifications. Contact with a registrant's Civilian Personnel Office will provide detailed qualification information. In addition, related skills which are known to be qualifying should be included in the interrogation request.

4. Registrants from other DoD regions who have selected activities, though not all the activities, in the region of the interrogating activity may be inclined to accept offers. Registrants from other activities in the same State as the interrogating activity may also be inclined to accept offers. Employees who are registered for a large number of widely varied activities have also indicated a high degree of potential mobility and may represent a better recruiting source than those employees who have selected relatively few activities.

5. Other Federal agencies are authorized and encouraged to use this process as a recruiting source. When requests for interrogations for recruiting purposes are received from outside DoD, DDSC may assign responsibility to the DoD activity nearest the interrogator to interpret the computer data or forward the results of the interrogation to the appropriate Zone Coordinator for the purpose of such assignment.

6. Activities using the interrogation process for recruiting purposes are to inform DDSC of the results when a valid offer is accepted/declined. Releasing activities are to report any placements made from interrogations on the Report Action Part A, DD Form 1820, provided with each registrant's Resume Audit.

(Chap 13, Para C7)

7. Interrogations should be requested from DDSC by telephone, if possible, using the following numbers:

Zone 1

Commercial: AC 513-296-6440
AUTOVON: AV 986-6440

Zone 2

Commercial: AC 513-296-6440
AUTOVON: AV 986-6440

Zone 3

Commercial: AC 513-296-6449
AUTOVON: AV 986-6449

Zone 4

Commercial: AC 513-296-6449
AUTOVON: AV 986-6449

8. If an interrogation request is submitted in writing, the following format should be used:

SUBJECT: DoD Program for Stability of Civilian Employment-
Interrogation Request

TO: Defense Data Support Center
ATTN: DDSC
1507 Wilmington Pike
Dayton, OH 45444-5310

An interrogation for registrants in the DoD Program for Stability of Civilian Employment is requested for recruiting purposes. The following information is provided to effect the interrogation:

a. Activity Code of Requesting Activity - _____

b. Area(s) of Interrogation - _____

(Specify the Activity Code of the activity nearest to vacancy, if known. Otherwise, specify nationwide, zones(s), region(s), state(s).)

c. Skill(s) Desired - _____

(Specify pay group, series, options, if any, and grade levels(s) desired.)

Figure 13-1. Sample letter, request for interrogation.

APPENDIX A**DEPARTMENT OF THE ARMY FAMILY MEMBER PRIORITY PLACEMENT PROGRAM****(Program F)****A. APPLICATION**

This appendix applies only to current Department of the Army (DA) employees who are family members (FM) of DA civilian or military personnel including Army National Guard and to activities of DA when filling competitive service positions within the 50 United States. The 50 United States includes Alaska, Hawaii, and the District of Columbia. *

B. PURPOSE

This appendix prescribes policies and procedures for the systematic referral of eligible DA employees whose DA sponsor is involved in a permanent change of station (PCS).

C. ELIGIBILITY

1. Conditions. Current DA employees on career or career-conditional appointments (or excepted service employees with personal career or career-conditional status), who are FM(s) and desire to PCS from one DA activity to another DA activity within the United States are eligible for registration and referral when their DA civilian or DA military sponsor:

- a. PCSs within the 50 United States.
- b. Makes a PCS overseas on an unaccompanied tour and the DA FM wishes to PCS within the United States; or upon sponsor's return from an overseas unaccompanied tour, FM wishes to relocate from within the United States to sponsor's new United States duty station.
- c. PCSs overseas; DA FM could accompany sponsor but chooses to remain in the United States for reasons considered beneficial to the family, and wishes to PCS (e.g., near family) within the United States.
- d. Retires (or service term has expired for military sponsor) and family will PCS to retirement destination.
- e. Is on temporary assignment (service schools, developmental assignments, etc.) for 9 months or longer and may have either permanent or temporary orders.
- f. Is making a PCS but travel expenses are not being paid by the government.
- g. Is a temporary DA employee and is selected for a permanent position at another Army duty station with no break in service.

h. Is assigned to a DOD activity, the FM is a DA employee and there is a DA activity in the commuting area.

i. Is a DA reservist called to active duty or a civil service reemployed annuitant if the assignment is for 9 months or more.

Family members for purpose of this program are spouses; unmarried children, stepchildren, adopted children, and those under the legal guardianship of the employee or spouse, who have not reached their 23rd birthday; and parents, stepparents, or legally adoptive parents of the employee or spouse who are at least 51 percent dependent on the employee for support.

- * 2. Duration. Eligible employees will be registered for a maximum of 1 year. This eligibility is applicable regardless of whether leave without pay continues beyond 90 days if the last period of employment was with DA. Registration will occur within 7 working days after arrival at the new station. Employees who do not report for registration within 7 working days of arrival at the new duty station are subject to forfeiture of eligibility. Limited exceptions to this 7-day reporting date requirement will be determined and granted by the gaining Civilian Personnel Office, based on valid emergency or other extenuating circumstances.

D. REFERRAL PLAN - RESPONSIBILITIES

1. Losing Activity. The losing activity will:

a. Confirm registration eligibility upon receipt of copy of sponsor's PCS orders.

b. Select the servicing activity which will be:

(1) the servicing DA activity where sponsor is reassigned

(2) the nearest DA servicing activity in the commuting area of the new duty station

(3) the DoD activity which services the DA activity to which sponsor is assigned

(4) the DA activity in the commuting area when:

(a) the FM remains in the United States and chooses to relocate while the sponsor PCS's overseas (O/S) on an unaccompanied tour.

(b) the FM chooses to remain in the United States while the sponsor PCS's O/S.

(c) the sponsor retires and FM accompanies sponsor with a PCS to retirement destination.

(d) the FM accompanies sponsor on a temporary assignment.

c. Counsel the family member on:

(1) provisions of the Priority Placement Program

(2) his/her responsibility to contact the servicing DA CPO and register within 7 working days of arrival

(3) the importance of keeping registration data current.

d. Assure that the employee reads and signs the letter "PPP Registration of DA Family Member" (Page A-5) to indicate agreement with the proposed date of arrival and understanding of the 7 working day registration requirement.

e. Complete the SF 75 and the Registration Form, DD 1817. The Registration Form will be completed according to Chapter 8, with the following modifications:

(1) Element (02) Enter F

(2) Element (03) Leave Blank.

(3) Element (44) Leave Blank.

(4) Element (45) Leave Blank.

(5) Element (64), Individual Activity Selections, will be coded to limit registration to Army and Army National Guard activities in the immediate commuting area of the selected servicing CPO for which FM indicates availability. *

f. Approve an initial grant of 90 days of Leave Without Pay (LWOP). Request for extension should be considered in accordance with CPR 990-2, Book 630.S12 to give the employee the full 1 year registration at the new duty station identified in Dlb above. The intent is to afford the employee adequate LWOP to accommodate reasonable leave requests, enroute, prior to arrival at new duty station. The 12 month registration period begins at the time of registration by the identified servicing CPO. *

g. Immediately notify selected servicing CPO by forwarding completed form letter (Page A-5) containing date of departure of family member/employee, proposed date of arrival at the new DA servicing CPO, and signed employee statement. One copy of DA sponsor's PCS orders will be forwarded as an enclosure to the letter.

2. Employee (Family Member). The employee will:

a. Present a copy of sponsor's PCS orders to losing activity to confirm registration eligibility.

b. Handcarry the DD Form 1817 and SF 75 to the registering servicing CPO identified in Dlb above.

c. Register within 7 working days of arrival at new duty station to assure receiving the entire referral entitlement.

Employees who report after the 7 working days time period will forfeit registration eligibility unless an exception is granted (as provided in paragraph C2 above).

d. Advise the registering office at the new duty station of any change to data contained in DD Form 1817.

3. Designated Registering Activity. The registering CPO of the DA FM will:

a. Fill in Element (03). Assign registering activity code.

* b. Fill in Element (44). Separation Date will be the beginning date of the individual's 1 year registration period.

* c. Fill in Element (45). Release Date will be the expiration date of the 1 year registration period.

* d. Complete the registration form DD 1817 by registering the eligible employee as Priority 3 for a full 1 year period. The employee will be referred to those DA activities in the commuting area which list positions matching the skills and abilities possessed by the registrant and for which the registrant indicates availability.

e. Inform employee that acceptance or declination of a valid offer will result in deletion from the program.

f. Forward the DD Form 1817 to the Defense Data Support Center (DDSC).

g. Retain the employee's SF 75 and Priority Placement Program registration records, and letter entitled "PPP Registration of DA Family Member", including attachment, in an employee name file.

h. Submit file maintenance to keep data current.

i. Relay placement offers.

j. Delete registrants upon acceptance or declination of a valid offer.

k. If placement is made, assure that copy of employment SF 50 is promptly forwarded to losing activity to preclude processing of resignation action.

l. Return DD 1820 Report Action promptly to DDSC so that the effectiveness of this program can be accurately monitored.

NOTIFICATION FOR GAINING CPO
AND EMPLOYEE CONFIRMATION OF COUNSELING

SUBJECT: PPP Registration of DA Family Member - _____
name

TO: Servicing CPO

1. _____ currently employed as _____
name Title, Series Grade
is a DA Family Member eligible for Priority 3 registration and
referral as provided in DoD Program for Stability of Civilian
Employment, DoD 1400.20-1-M, Appendix A. A copy of PCS orders of DA
sponsor is attached for confirmation of this eligibility and your
record keeping purposes. He/she will leave this duty station in LWOP
status not to exceed _____ on _____
date

2. This employee has been counseled regarding the provisions of this
entitlement (see statement below). DD Form 1817 has been partially
completed and he/she will handcarry DD 1817, SF 75 and will arrive at
your office for registration on or before _____
date

(signature - losing CPO Rep)

For Registering Employee:

I have been counseled regarding the provisions of the DoD Program for
Stability of Civilian Employment, DoD 1400.20-1-M. I agree that the
above proposed date of arrival is correct and I understand that if I
do not register within seven (7) working days of the above arrival
date, I will forfeit my registration eligibility.

(signature of employee)

1 Encl
PCS Orders

(Authorized for local reproduction)

Figure A-1. Sample letter, notification for gaining activity CPO and
employee confirmation of counseling.

APPENDIX B**DOD PLACEMENT PLAN FOR EMPLOYEES UNDER GRADE RETENTION****(Program R)****A. PURPOSE**

1. This appendix prescribes policies and procedures pertaining to the PPP registration and placement of DoD employees with entitlement to grade retention under 5 US Code, Chapter 53, Section 5362. A special subprogram, PPP Program "R", has been established to accomplish such registration and placement.

2. Program "R" is the means by which employees with grade retention will be afforded priority referral for vacancies for which qualified in activities serviced by their "A" coded civilian personnel office, unless the employing DoD component has a separate component-wide plan which affords equal or greater placement opportunity for such vacancies. Program "R" is also the means by which employees may elect to obtain priority referral for commuting-area vacancies for which qualified in activities other than those serviced by their "A" coded civilian personnel office. Policies and procedures governing referrals within and outside the "A" coded activity are outlined in paragraph C5 below.

3. All DoD policies and procedures applicable to the PPP set forth in this manual, except as modified herein, are to be applied.

B. AUTHORITY

1. 5 United States Code 5361-5366
2. 5 Code of Federal Regulation Part 536
3. FPM 536, Grade and Pay Retention

C. PLACEMENT PLAN

1. Pre-Registration Referrals. Employees with entitlement to grade retention under 5 US Code, Chapter 53, Section 5362 will, along with other employees scheduled for RIF separation or downgrade, be afforded placement assistance at the employing activity in current vacancies for which qualified in their present grades consistent with the provisions of Chapter 4 of this manual. Also in Chapter 4 is a Decision Table which shows the relationship between temporary employment and retained grade and pay entitlement. *

2. Registration in Program "A".

a. Employees in receipt of RIF notices offering changes to lower grade with entitlement to grade retention are eligible to be registered only in Program "A" under the provisions of this manual during the specific notice period. They may be registered for the current grade and for as many as three grades below the current grade, down to but not including the RIF demotion grade, for referral to vacancies within and outside the employee's commuting area.

b. RIF demotees who elect to be registered in Program "A" during the specific notice period will be automatically deleted from the program by computer action based upon the release date entered in DD Form 1817, Element (45). At that time, the servicing activity will register an employee entitled to retained grade in Program "R" by submitting a new DD Form 1817 to DDSC, coded in accordance with paragraphs 3, 4, 5, and 7 below.

3. Mandatory Registration Into PPP Program "R".

a. Program Code "R" will be used for mandatory registration of employees under grade retention, in conformance with 5 US Code, Chapter 53, Section 5362, who cannot be placed under provisions of paragraph B1 and 2 above. Employees serving under grade retention will be mandatorily registered in Program "R" for the area of availability indicated in paragraph 5a(1) below at the time they enter the 2-year period of retained grade status. They will be registered only at their retained grade for all skills (up to five) within their pay group for which they are fully qualified.

b. Employees who elect to initiate formal appeals of their downgrade actions will not be required to register in Program "R" while the appeal is pending. However, such employees may be registered at their option. If such an employee is placed under Program "R", the placement action will be considered final regardless of the outcome of the appeal. Should such a registrant decline a valid and reasonable offer while the appeal is still pending, he or she will be released from Program "R". By such a declination, eligibility for grade retention ceases.

4. Restricted Registration of Retained Grade Employees Placed at Other DoD Activities. Employees under retained grade, who are placed through Program "A" during the RIF notice period, at a DoD activity in a different commuting area involving a permanent change of station move, will be registered in Program "R" only for organizations of the gaining activity (i.e., serviced by the "A" coded CPO) which are located in the commuting area of the employee's new assignment. This restriction will apply for 1 year following transfer or reassignment. Following the expiration of the 1-year period, registration may, at the employee's option and with Zone Coordinator approval, be expanded up to and including all DoD activities in the commuting area for the remainder of the 2-year grade retention period. Such expansion will be consistent with the standards under paragraph 5 below.

5. Area of Availability ("R" Program).

a. Except as provided in paragraphs C3b and C4 above, eligible employees will be registered in the "R" Program for placement consideration as follows:

(1) Initial registration will be restricted to the organizations serviced by the "A" coded civilian personnel office within the commuting area for 90 days, if there are 500 or more positions at that location. This 90-day period begins at the time of registration into Program "R".

(2) At the end of 90 days, or initially if fewer than 500 serviced positions exist in the commuting area of the "A" coded civilian personnel office, registration may be expanded, at the employee's option, to include all component activities in the commuting area.

(3) Registration for all DoD activities in the commuting area may, at the employee's option, be initially accomplished, if fewer than 500 component positions exist in the area.

b. Zone Coordinators may authorize DoD-wide registration in a commuting area (1) when an eligible employee is qualified only for skills or grades which are poorly represented in the commuting area, even though 500 or more activity or component positions exist in the area, (2) when a registrant has not received an offer after a minimum registration period of 6 months, and (3) following expiration of the 1-year period during which full Program "R" registration is precluded under paragraph C4 above.

c. When it is anticipated that placement cannot be made in the commuting area, the employing DoD Component Coordinator may authorize registration within that component for locations which would require a permanent-change-of-station move. If registration is desired for activities in other components outside the commuting area, this must be approved by the appropriate Zone Coordinator. In either case the employee must concur with registering outside the commuting area. If a registrant declines a valid offer outside the commuting area, he/she may not subsequently be referred beyond the commuting area. When this occurs, file maintenance documentation will be submitted to DDSC to change the registrant's area of referral. Registrants placed at activities outside their commuting area will have their PCS costs paid by the losing activity. NOTE: An out of area job offer is not a reasonable offer under 5CFR, 536, Section 536.209; thus, a declination does not terminate grade retention.

6. Declination of Offer. If an employee eligible for retained grade declines placement in a lower-graded position offered through Program "A", the employee will be deleted from Program "A". Such employee will be registered mandatorily in Program "R" for the retained grade at the time the 2-year period of retained grade status

begins. When a match requiring an offer occurs with an "R" registered employee who is fully qualified for the vacancy, the registrant will be offered the position in writing and provided with a written position description. (See 5 CFR, 536, Subpart B, Section 536.206). The offer must inform the individual that any entitlement to grade retention will be terminated if that offer is declined. If the registrant refuses the offer, entitlement to further PPP referral terminates. As provided in 5 CFR, 536, Subpart B, Section 536.208, grade retention will be terminated at the end of the pay period in which the employee declines a reasonable offer. Immediately upon declination of an offer, a report action must be submitted to DDSC to delete the registrant from the program.

7. Registering Activity Procedures.

a. CPOs will register eligible employees in Program "R" in accordance with this manual, with the following modifications:

(1) Element (02) on the Registration Form, DD Form 1817, will be coded "R".

(2) Elements (12) and (13) will be coded to reflect the position held immediately prior to entrance into the 2-year period of retained grade status.

(3) Elements (37) through (41), Skills. Pay group and high and low grades will be coded as follows:

(a) Pay Group is restricted to the pay group of the retained grade, e.g., GS to GS; WG to WG; WL to WL; WM to WM; WD to WD, etc. Exception: Employees downgraded from a special wage category which thereafter no longer exists may be registered in other pay systems for skills for which they are fully qualified.

(b) The high grade and low grade will be the retained grade. Registrants being registered in other pay groups who are not qualified for the equivalent grade may be registered for the highest intervening grade for which technically qualified.

(4) Element (42) or (43), Special Qualifications. For employees who held a supervisory position at the time of the change to lower grade, enter "Available for Supervisory Position."

(5) Element (44), Separation/Change to Lower Grade Date, will be coded with the effective date of the employee's retained grade entitlement (i.e., the date the employee enters the 2-year period of retained grade status).

(6) Element (45), Release Date, will be coded with the date on which retained grade entitlement terminates.

(7) Element (46), Priority, will be coded in accordance with Chapter 3, Paragraph A6. The priority will be determined on the basis of the difference between the employee's retained grade and the actual or current grade of his or her position, i.e., priority 2 when the difference is two or more GS grades; and priority 3 when the difference is less than two GS grades. Additionally, if an individual accepts or declines a position to an intervening grade (through internal procedures) at an activity for which registered that effects their priority, a file maintenance must be submitted to change Element 46 to the "new" priority.

(8) Element (64), Individual Activity Selections, will be coded in accordance with policy contained in paragraphs C 3, 4, and 5 above. When the Component has authorized registration outside the commuting area and broad geographic areas have been coded in the Area of Referral (Zone(s), Region(s), or States(s)), the Component Code, Element (63), will be coded appropriately in order to preclude out-of-component referral.

b. Registrants will be deleted from the program, (1) upon acceptance or declination of a valid offer at the retained grade, (2) upon entry into a position with known promotion potential (including a position in a formal training program) to a grade equal to or higher than the retained grade, or (3) if for any other reason they are not available for placement, e.g., retirement, resignation, etc. The registering activity will submit a report action to the DDSC in accordance with Chapter 11 of this manual. When there is a break in service of 1 work day or more, eligibility for grade retention and priority referrals under Program "R" are terminated. If not placed or deleted from Program "R" earlier, a registrant will be automatically deleted from the PPP, at the termination of the 2-year grade retention period, by computer action.

8. Excepted Employees.

a. Employees with grade retention in the excepted service (excluding National Guard Technicians) who do not have personal competitive status are eligible for registration in Program "R". Such employees will be afforded PPP referrals to excepted service vacancies. In no case will employees be registered under Program "R" for a location where a PCS move would be involved without the employee's consent and the specific prior approval of the appropriate Component Coordinator.

b. Civilian personnel offices will register such employees in Program "R" in accordance with this manual as modified in paragraph C7a. In addition, the following will apply in registering excepted employees who do not have personal competitive status:

(1) Element (42) will be coded "Available for Excepted Positions Only".

(2) Element (64), Individual Activity Selections, will be coded in accordance with policy contained in paragraphs C 3, 4, and 5 above. When the Component has authorized registration outside the commuting area and broad geographic areas have been coded in the Area of Referral (Zone(s), Region(s), or State(s)), the Component Code, Element (63), will be coded appropriately, in order to preclude out-of-component referrals. Prior to extending the area of referral to include other activities, the registering civilian personnel office should first determine whether the activities have positions in the excepted service which match the registrant's skills. If no such excepted positions exist at a given activity, the inclusion of that activity in the area of referral is not appropriate and, in fact, would be counter-productive.

9. Gaining Activity Procedures.

a. Skills of registrants in Program "R" will appear on the Stopper List, along with Program "A" registrants. Civilian personnel offices will match vacancies against their Stopper List and submit requisitions in accordance with instructions in Chapters 10 or 12 of this manual. Temporary positions need not be offered to retained grade employees.

b. Referral resumes of Program "R" registrants will be clearly annotated "Retained Grade Employee" next to their priority designation on Part A and Part B of DD Form 1820. These registrants will be made offers in accordance with their priority designations, and will restrict the filling of vacancies on the same basis as registrants with the corresponding priority under Program "A".

10. Documentation of Offer. Offers to employees under the "R" program must be in writing and must include a copy of the official position description in order to meet the criteria set forth in 5 CFR, Chapter 53, Section 536.206.

11. Notification of Component-Wide Plan. A DoD component that implements a separate component-wide plan, as authorized by paragraph A2 above, which affords placement opportunities equal to or greater than those provided under Program "R" need not make referrals for vacancies in activities serviced by the employees' "A" coded civilian personnel office under Program "R". When such a component-wide plan is to be placed into operation, the component will notify the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy). A copy of the component's instructions to its field activities will be provided to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for dissemination to the coordinator structure.

APPENDIX C

PRIORITY PLACEMENT PROGRAM/OVERSEAS EMPLOYMENT PROGRAM CODES

Code Sources - The codes that follow are referenced throughout the manual, where their usage and application are also explained. When possible the codes used in the Priority Placement Program/Overseas Employment Program are standard codes, as contained in DoD 5000.12-M, "Manual for Standard Data Elements" or in the Federal Personnel Manual.

Table C-1 Physical Handicap Codes

In the case of multiple disabilities, choose the code which describes the impairment that would most likely result in such difficulties.

<u>DESCRIPTIONS</u>	<u>CODES</u>
Does not wish to have disability status officially recorded outside medical records.....	01
Has no disability	05
Has disability but is not listed below.....	06

SPEECH IMPAIRMENTS

Severe speech malfunction or inability to speak, hearing is normal (Examples: defects of articulation (unclear language sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice box")).....	13
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HEARING IMPAIRMENTS

Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).....	15
Total deafness in both ears, with understandable speech.....	16
Total deafness in both ears, and unable to speak clearly.....	17

VISION IMPAIRMENTS

Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected - "Tunnel vision").....	22
Inability to read ordinary size print, not correctable by glasses (can read over-sized print or use assisting devices such as glass or project modifier).....	23
Blind in one eye.....	24
Blind in both eyes (No usable vision, but may have some light perception).....	25

<u>DESCRIPTIONS</u>	<u>CODES</u>
<u>MISSING EXTREMITIES</u>	
One Hand.....	27
One Arm.....	28
One Foot.....	29
One Leg.....	32
Both Hands or Arms.....	33
Both Feet or Legs.....	34
One Hand or Arm and one Foot or Leg.....	35
One Hand or Arm and both Feet or Legs.....	36
Both Hands or Arms and one Foot or Leg.....	37
Both Hands or Arms and both Feet or Legs.....	38
<u>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS</u>	
(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)	
One or both Hands.....	44
One or both Feet.....	45
One or both Arms.....	46
One or both Legs.....	47
Hip or Pelvis.....	48
Back.....	49
Any combination of two or more parts of the body.....	57
<u>PARTIAL PARALYSIS</u>	
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)	
One Hand.....	61
One Arm, any part.....	62

<u>DESCRIPTIONS</u>	<u>CODES</u>
One Leg, any part.....	63
Both Hands.....	64
Both Legs, any part.....	65
Both Arms, any part.....	66
<u>COMPLETE PARALYSIS</u>	
One side of body, including one arm and one leg.....	67
Three or more major parts of the body (arms and legs).....	68
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms and/or trunk.)	
One Hand.....	70
Both Hands.....	71
One Arm.....	72
Both Arms.....	73
One Leg.....	74
Both Legs.....	75
Lower half of body, including legs.....	76
One side of body, including one arm and one leg.....	77
Three or more major parts of the body (arms and legs).....	78
<u>OTHER IMPAIRMENTS</u>	
Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery).....	80
Heart disease with restriction or limitation of activity.....	81
Convulsive disorder (e.g., epilepsy).....	82
Blood diseases (e.g., sickle cell disease, leukemia, hemophilia)	83
Diabetes.....	84

DESCRIPTIONSCODES

Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma, etc.).....	86
Kidney dysfunction (e.g., if dialysis (use of an artificial kidney machine) is required, etc.).....	87
Cancer-a history of cancer with complete recovery.....	88
Cancer-undergoing surgical and/or medical treatment.....	89
Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation Agency under Section 213.3102(t) of Schedule A).....	90
Mental or emotional illness (A history of treatment for mental or emotional problems).....	91
Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis (severe distortion of back), etc.).....	92
Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects (gross facial birthmarks, club feet, etc.).....	93
Learning disability (A disorder in one or more of the processes involved in understanding, perceiving or using language or concepts, [spoken or written]; e.g. dyslexia).....	94

Table C-2.

STATE CODES (ST-GA)¹

<u>STATE</u>	<u>STATE CODE</u>	<u>STATE</u>	<u>STATE CODE</u>
ALASKA	AK	MONTANA	MT
ALABAMA	AL	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
DISTRICT OF COLUMBIA	DC	NORTH DAKOTA	ND
FLORIDA	FL	OHIO	OH
GEORGIA	GA	OKLAHOMA	OK
HAWAII	HI	OREGON	OR
IDAHO	ID	PENNSYLVANIA	PA
ILLINOIS	IL	PUERTO RICO	RQ
INDIANA	IN	RHODE ISLAND	RI
IOWA	IA	SOUTH CAROLINA	SC
KANSAS	KS	SOUTH DAKOTA	SD
KENTUCKY	KY	TENNESSEE	TN
LOUISIANA	LA	TEXAS	TX
MAINE	ME	UTAH	UT
MARYLAND	MD	VERMONT	VT
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

¹See DoD 5000.12-M, DoD Manual for Standard Data Elements.

Table C-3. COMPONENT CODES (DE-NM)¹

These codes are used to identify each registrant's employing (rather than personnel servicing) department or agency within the Department of Defense. Each of the four major components (Army, Navy, Air Force and Defense Logistics Agency) is assigned a separate DoD Component Placement Coordinator under, Chapter 1 of this manual. In addition, a single Component Placement Coordinator, Director of Personnel, Washington Headquarters Services, Code "D", has been designated to provide coordination assistance to Defense organizations other than Army, Navy, Air Force, and the Defense Logistics Agency and operates with the same authority as those above. At Element (11) on the PPP Registration Form, Component Code "D" is entered when the DoD component employing the registrant at the time of his/her last separation is a Defense organization for which another specific component code has not been assigned. The purpose of the component code is to identify registrants to a component for report purposes in the programs covered by this manual and to provide a computer identifier to distinguish when Priority 2 registrants in the Priority Placement Program should be referred as Priority 2 (own component only) or as Priority 3 (all other components selected).

<u>COMPONENT</u>	<u>CODE</u>	<u>COMPONENT COORDINATOR OFFICE</u>
Department of the Army	A	Department of the Army (DAPE-CPE) Employment and Classification Office
Department of the Air Force	F	Department of the Air Force (DPCS) Staffing Development and EEO Division
Department of the Navy (Including Marine Corps)	N	Department of the Navy Office of Civilian Personnel Management (Code21)
Defense Logistics Agency	S	Defense Logistics Agency Staffing, Labor and Employee Relations Division (DLA-KS)
Department of Defense (OSD, OJCS, DSAA, DARPA, CHAMPUS, AFRTSLA, DODDS, DODIG, Washington HQ Services, and Uniformed Services University of the Health Sciences)	D	Directorate of Personnel and Security Washington Services

¹See DoD 5000.12-M, DoD Manual for Standard Data Elements.

<u>COMPONENT</u>	<u>CODES</u>	<u>COMPONENT COORDINATOR OFFICE</u>
Defense Mapping Agency	B	Directorate of Personnel and Security Washington Headquarters Services
Defense Investigative Services	C	"
Defense Audit Service	E	"
National Security Agency	G	"
Defense Nuclear Agency	H	"
Defense Communications Agency	K	"
Defense Intelligence Agency	L	"
Defense Contract Audit Agency	R	"
National Guard Bureau	X	Air National Guard - Air Force Placement Coordinator Army National Guard - Army Placement Coordinator
Other Non-DoD Federal Service	O	For use in DoD Overseas Employment Program and for Military Spouse Preference registrants when no other code applies. This code is not identified to a Component Coordinator.
Panama Canal Commission	P	Reference Appendix E - DoD Placement Plan for Selected United States Citizen Employees of the Panama Canal Commission.

Table C-4.

COUNTRY CODES (CO-XV)¹

<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>
ALASKA	AK	KUWAIT	KU
ARGENTINA	AR	LABRADOR	LB
AUSTRALIA	AS	LAOS	LA
AZORES	AZ	LEBANON	LE
BAHRAIN	BA	LIBYA	LY
BELGIUM	BE	MALAYSIA	MY
BERMUDA	BD	MEXICO	MX
BOLIVIA	BL	MIDWAY ISLAND	MQ
BRAZIL	BR	MOROCCO	MO
BURMA	BM	NETHERLANDS	NL
CANADA	CA	NETHERLANDS ANTILLES	NA
CHILE	CI	NEWFOUNDLAND	NW
CHINA	CH	NICARAGUA	NU
COLUMBIA	CO	NORTHERN MARIANA ISLAND	CQ
COSTA RICA	CS	NORWAY	NO
CUBA	CU	OKINAWA	OK
DENMARK	DA	OMAN	MU
DIEGO GARCIA	DG	PAKISTAN	PK
DOMINICAN REPUBLIC	DR	PANAMA	PM
ECUADOR	EC	PARAGUAY	PA
EGYPT	EG	PERU	PE
EL SALVADOR	ES	PHILIPPINES	RP
ETHIOPIA	ET	PORTUGAL	PO
FRANCE	FR	PUERTO RICO	RQ
GERMANY	GE	SAUDI ARABIA	SA
GREECE	GR	SINGAPORE	SN
GREENLAND	GL	SOMALIA	SO
GUAM	GQ	SPAIN	SP
GUATEMALA	GT	SUDAN	SU
HAWAII	HI	TAIWAN	TW
HONDURAS	HO	THAILAND	TH
HONG KONG	HK	TRINIDAD & TOBAGO	TD
ICELAND	IC	TUNISIA	TS
INDONESIA	ID	TURKEY	TU
IRAN	IR	UNITED ARAB EMIRATES	TC
IRAQ	IZ	UNITED KINGDOM	UK
ISRAEL	IS	URUGUAY	UY
ITALY	IT	VENEZUELA	VE
JAPAN	JA	VIETNAM	VM
JORDAN	JO	VIRGIN ISLANDS	VQ
KAMPUCHEA (CAMBODIA)	CB	YEMEN	YS
KENYA	KE	ZAIRE	CG
KOREA	KS		

¹See DoD 5000.12-M, DoD Manual for Standard Data Elements.

Table C-5. NON-DOD FEDERAL DEPARTMENTS/AGENCIES CODES

<u>Department/Agency</u>	<u>Codes</u>
Atomic Energy Commission	AE
Department of Agriculture	AG
Department of Commerce	CM
Department of Education	ED
Department of Energy	DN
Department of Health and Human Services	HE
Department of Housing and Urban Development	HU
Department of the Interior	IN
Department of Justice	DJ
Department of Labor	DL
Department of State	ST
Department of Transportation	TD
Department of Treasury	TR
Federal Aviation Administration	FA
Federal Communications Commission	FC
Federal Deposit Insurance Corporation	FD
Federal Trade Commission	FT
General Accounting Office	LG
General Service Administration	GS
Government Printing Office	LP
Information Agency	IA
Interstate Commerce Commission	IC
Library of Congress	LC
National Aeronautics and Space Administration	NN
National Labor Relations Board	NL
Office of Economic Opportunity	OE
Office of Personnel Management	CS
Postal Service	PO
Selective Service System	SS
Small Business Administration	SB
Tennessee Valley Authority	TV
Veterans Administration	VA
Other Federal Agency	OA

APPENDIX D

OPTION CODES

1. Except for the four options shown below which may be used with any appropriate GS series, the option codes contained in this appendix are limited to use with the series under which they are listed. No other options are authorized for use in registering skills or in identifying position requirements on requisitions. Special attention should be taken when dealing with the following:

a. Either the STC (Stenography) option or the TYA (Typing) option must always be used with the GS-318 Secretary series. If neither option is included, DDSC will automatically show TYA with the 318 series.

b. When the Typing option (TYA) is added to any series, the registrant will be considered for all positions requiring typing but will also be considered for those not requiring the typing skill. *

c. Options authorized for use with specified engineering series are not to be used with an engineering series which has the same definition.. Example: Do not use ELD (Electronics) option with Electronics Engineer Series GS-855.

d. The GS-201, Personnel Management, and GS-801, General Engineer, series normally will have two options or no options. Exception: The "TRA" (Trainee) option, may be entered as a single option with either the 201 or 801 series. The "CPO", Civilian Personnel Officer, and the "PSM", Personnel Systems Manager, may be used as single options with the 201 series. The "CPO" option code will never be used in combination with other options in the 201 series, whereas the "PSM" option code may be used in conjunction with another option code.

e. A single commodity option code (as asterisked on page D-3 and 4) may be used with the GS 801 series, ie GS-801 MIB or GS-801 SHB.

2. If additional information regarding the definition of certain options is required, readers are advised to consult the OPM Position Classification and/or X-118 Qualifications Standards for clarification. If the additional clarification needed is not available, contact the Regional Placement Coordinator for further guidance.

3. Recommendations to change, add or delete an authorized option code, as listed in this appendix, should be referred, through channels, to DDSC, Dayton, Ohio, and must include the rationale establishing the need for an option code change of any kind, with necessary statistical data, if appropriate. Upon required coordination/approval, changes will be made, if necessary, by DDSC.

Table D-1.

Option Codes

<u>SERIES</u> <u>OPTION CODE</u>	<u>SERIES TITLE</u> <u>OPTION TITLE</u>	<u>SERIES</u> <u>OPTION CODE</u>	<u>SERIES TITLE</u> <u>OPTION TITLE</u>
ANY APPROPRIATE GS SERIES		CLA....Classification	
DAT....Data Transcribing		EMA....Employee Development	
STC....Stenography		EMC....Employee Relations	
TRA....Trainee		LBR....Labor Relations	
TYA....Typing		STB....Staffing	
		PSM....Personnel Systems Manager	
TRA - Trainee is authorized for use with Wage Grade as well as Class Act Skills to indicate that a registrant is currently enrolled in a formal training program.		EEO....Equal Employment Oppor.	
		301 MISC ADMIN AND PROGRAM	
		AND	
		303 MISC CLERK AND ASSISTANT	
080 SECURITY ADMINISTRATION		AIM....Aircraft Maintenance and Operations	
INA....Industrial		ANA....Analysis and Planning	
PEB....Personnel		CAT....Community Activities	
PHB....Physical		CLB....Club Management	
		CBD....Combat Development	
081 FIRE PROTECTION AND PREVENTION		COF....Configuration	
AIG....Airfield		COR....Communications	
FIC....Fire Inspection		FIB....Financial Management	
STE....Structural		FOA....Food Service	
		+ FLP....Foreign Language Proficient	
180 PSYCHOLOGY		FSP....Family Support	
CLI....Clinical		HOA....Housing	
RES....Research		INS....Information Systems Management	
		LOA....Logistics	
188 RECREATION SPECIALIST		MED....Medical	
ARB....Arts and Crafts		ORB....Ordnance	
COD....Community Activities		PUA....Publications	
SEB....Service Club Activities		REK....Recreation Services	
SPB....Sports		SUB....Supply	
YOA....Youth Activities		TRB....Training-Education	
		318 SECRETARY	
201 PERSONNEL MANAGEMENT		STC....Stenography	
AND		TYA....Typing	
203 PERSONNEL CLERICAL AND ASSISTANCE			
CPO....Civilian Personnel Officer (Use With 201 Only)			

+ The language must be included in elements 42 or 43 of the registration (1817)
or file maintenance (1819)

SERIES OPTION CODE	SERIES TITLE OPTION TITLE
-----------------------	------------------------------

334	COMPUTER SPECIALIST
-----	---------------------

EQC....	Equipment Analyst
PRA....	Computer Programmer Analyst
PRK....	Programmer
SYC....	Systems Analyst
SPR....	Systems Programmer

343	MANAGEMENT ANALYSIS
-----	---------------------

MAL....	Manpower
ORG....	Organization and Mission
STI....	Statistical Analysis

344	MANAGEMENT CLERICAL AND ASSISTANCE
-----	------------------------------------

REC....	Reports, Forms, Files
WOC....	Work Measurement
SPR....	Systems Programmer

345	PROGRAM ANALYST
-----	-----------------

COZ....	Cost Analysis
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392	GENERAL COMMUNICATIONS
-----	------------------------

EQD....	Equipment Operation
---------	---------------------

393	COMMUNICATIONS SPECIALIST
-----	---------------------------

TEB....	Telephone
---------	-----------

510	ACCOUNTING
-----	------------

COQ....	Cost
INE....	Internal
OPB....	Operating
SYA....	Systems

511	AUDITOR
-----	---------

COK....	Contract
FIN....	Financial
INE....	Internal

* Commodity Options

SERIES OPTION CODE	SERIES TITLE OPTION TITLE
-----------------------	------------------------------

602	MEDICAL OFFICER
-----	-----------------

ADM....	Administration
GPR....	General Practice
GER....	Geriatrics
IMN....	Internal Medicine
NUR....	Neurology
OBG....	OB/GYN
OCH....	Occupational Health
OPH....	Ophthalmology
OTH....	Orthopedics
PDS....	Pediatrics
PSY....	Psychiatry
PUH....	Public Health
SRG....	Surgery

801	GENERAL ENGINEERING
-----	---------------------

802	ENGINEERING TECHNICIAN
-----	------------------------

806	MATERIALS ENGINEERING
-----	-----------------------

810	CIVIL ENGINEERING
-----	-------------------

818	ENGINEERING DRAFTING
-----	----------------------

830	MECHANICAL ENGINEERING
-----	------------------------

840	NUCLEAR ENGINEERING
-----	---------------------

850	ELECTRICAL ENGINEERING
-----	------------------------

854	COMPUTER ENGINEERING
-----	----------------------

855	ELECTRONICS ENGINEERING
-----	-------------------------

856	ELECTRONICS TECHNICIAN
-----	------------------------

861	AEROSPACE ENGINEERING
-----	-----------------------

871	NAVAL ARCHITECTURE
-----	--------------------

893	CHEMICAL ENGINEERING
-----	----------------------

AEC....	Aerospace
---------	-----------

ARA....	Architecture
---------	--------------

CAL....	Calibration
---------	-------------

CHA....	Chemical
---------	----------

* CHD....	Computer Hardware
-----------	-------------------

CIB....	Civil
---------	-------

COH....	Construction
---------	--------------

COJ....	Cost Estimating
---------	-----------------

* CST....	Computer Software
-----------	-------------------

CWO....	Civil Works Operation & Maintenance
---------	-------------------------------------

CWP....	Civil Works Planning
---------	----------------------

DEB....	Design
---------	--------

ELA....	Electrical
---------	------------

ELD....	Electronics
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SERIES OPTION CODE	SERIES TITLE OPTION TITLE
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INA....	Industrial
* INC....	Instrumentation
MAH....	Materials
MEA....	Mechanical
* MIB....	Missile
NAV....	Naval
NUA....	Nuclear
* ORB....	Ordnance
RES....	Research
* SHB....	Ships
STE....	Structural
UTA....	Utilities
* WAB....	Water Resources Development

1083 TECHNICAL WRITING AND EDITING

AIB....	Aircraft
DAC....	Data Automation
ELD....	Electronics
LOA....	Logistics
ORB....	Ordnance

1101 GENERAL BUSINESS AND INDUSTRY

PTM....	Product Management
QAS....	Quality Assurance

1102 CONTRACT AND PROCUREMENT

COL....	Contract Administrator
CON....	Contract Negotiator
COO....	Contract Specialist
COP....	Contract Termination Specialist
PRD....	Price Analyst
PRG....	Procurement Administrator
PRH....	Procurement Analyst (Staff)
PRI....	Procurement Analyst (Small Business)

* Commodity Options

SERIES OPTION CODE	SERIES TITLE OPTION TITLE
-----------------------	------------------------------

1150 INDUSTRIAL SPECIALIST AND

1152 PRODUCTION CONTROL

AIB....	Aircraft
ELA....	Electrical
ELD....	Electronics
MAI....	Materials Handling
MIB....	Missile
ORB....	Ordnance
SHB....	Ships

1310 PHYSICS

ACA....	Acoustics
EOP....	Electro-Optics
IOA....	Ion-implantation
LAB....	Laser
NUA....	Nuclear
OPE....	Optical
SOF....	Solid State Electronics
SYC....	Systems Analysis
THE....	Thermal Physics

1410 LIBRARIAN

ENG....	Engineering
PHS....	Physical Science

1670 EQUIPMENT SPECIALIST

AIB....	Aircraft
AIF....	Aircraft Propulsion Equipment
AIH....	Airframe
AUD....	Automotive
ELA....	Electrical
ELD....	Electronics
MAB....	Machinery
MAC....	Machine Tools
MAG....	Marine
MAI....	Materials Handling
MIE....	Missile Electronics
ORB....	Ordnance
SHB....	Ships

SERIES OPTION CODE	SERIES TITLE OPTION TITLE
-----------------------	------------------------------

1701	GENERAL EDUCATION AND TRAINING
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+ FLP....	Foreign Language Proficient
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1710	EDUCATION AND VOCATIONAL TRAINING
------	--------------------------------------

CDS....	Child Development
EDS....	Education Services

+ FLP....	Foreign Language Proficient
GUC....	Guidance Counselor
TDD....	Training Design and Development
TEA....	Training Program Effectiveness Analysis
TEM....	Tests and Measurements

1712	INSTRUCTION
------	-------------

ELD....	Electronics
FLE....	Flight Simulator
+ FLP....	Foreign Language Proficient
HEB....	Health Services
ORB....	Ordnance

1910	QUALITY ASSURANCE
------	-------------------

AEC....	Aerospace
AIB....	Aircraft
AMA....	Ammunition
CHA....	Chemical
CLB....	Clothing
CST....	Computer Software
ELA....	Electrical
ELD....	Electronics
MAH....	Materials
MEA....	Mechanical
NUA....	Nuclear
PRE....	Process
SHA....	Shipbuilding
SUA....	Subsistence

+ The language must be included in elements 42 or 43 of the registration (1817)
or file maintenance (1819)

SERIES OPTION CODE	SERIES TITLE OPTION TITLE
-----------------------	------------------------------

2181	AIRCRAFT OPERATIONS
------	---------------------

FID....	Fixed Wing
FLB....	Flight Instructor
FLD....	Flight Test Pilot
HEA....	Helicopter
PIA....	Pilot

APPENDIX E**DOD PLACEMENT PLAN FOR SELECTED UNITED STATES CITIZEN EMPLOYEES OF THE
PANAMA CANAL COMMISSION****(Program A)****A. PURPOSE**

1. A significant provision of the Panama Canal Treaty requires the establishment of a policy for rotation of United States citizen employees hired by the Panama Canal Commission. This Appendix prescribes policies and procedures for registration and placement of covered employees within DoD consistent with the rotation requirement.

2. The policies and procedures applicable to the DoD Priority Placement Program (PPP), Program A, as set forth in this manual, are to be applied, except as modified herein.

3. DoD employees in Panama are not included under this plan.

B. SPECIAL REGISTRATION POLICIES AND REQUIREMENTS

1. PPP registration will not be extended to otherwise covered employees with reemployment rights to positions in DoD or other Federal Agencies.

2. PPP Program R (Grade Retention) registration will not be extended to covered employees.

3. Dependents of covered employees will not be registered under the PPP.

4. All elements of DD Form 1817 applicable to the PPP will be coded in accordance with the instructions contained in Chapter 8, of this manual, except that COMPONENT (Item 4, Element (11)) will be coded "P".

5. Covered employees are eligible for PPP registration 12 months before completion of the required rotation period. Employees not placed during this 12-month period will be released from the PPP.

6. PPP registration of covered employees will be as Priority 3, for all DoD components, for an area of referral in CONUS likely to provide a job offer at current grade level. In no instance will registration of covered employees be more than three acceptable GS grades, or the equivalent, below the level of the position held at time of registration. Declination of a valid offer will serve to remove a registrant from the PPP. Under current policy, GS-905, Attorney skills are not referred under the PPP.

7. An offer of a vacancy which matches a pay group, series, option code(s), if any, and grade level for which the employee is fully qualified will be a valid offer.

8. Skills. Panama Canal Commission employees will be registered for General Schedule and Federal Wage Schedule skills for which they are fully qualified. To accommodate their registration, their skills will be converted to those pay groups and comparative grade levels employed in CONUS as follows:

- a. Convert NM, NX and CR to GS.
- b. Convert MG, FN, MX and RM to WG.
- c. Convert ML and LX to WL.
- d. Convert MS, FS, and SX to WS.

9. For covered employees placed into DoD vacancies from lower paying positions of comparable difficulty and responsibility, the step held will be preserved to the maximum extent possible.

10. A significant number of covered employees will have had no previous DoD or other Federal employment. Such employees placed into DoD CONUS vacancies will, however, have the following expenses reimbursed by the gaining DoD activity: (a) temporary quarters subsistence expenses and (b) miscellaneous expense allowance. Other expenses will be borne by the Panama Canal Commission, i.e., (a) travel and transportation expenses; (b) expenses for shipment of household goods and personally owned vehicle; and (c) real estate sales costs, if any.

APPENDIX F
AIR FORCE STATUS QUO PROGRAM
(Program C)

A. PURPOSE

This Appendix applies to Air Force activities only and provides a method for registration in the PPP of Air Force Status Quo employees, who occupy Air Reserve Technician (ART) positions. It also provides for their referral for placement consideration in non-ART positions at Air Force activities within the 50 states. An Air Force Status Quo employee is one who has declined, or is ineligible for, ready reserve membership in the position held. All DoD policies and procedures applicable to the Priority Placement Program set forth in this manual, except as modified herein, are to be applied.

B. SPECIAL REGISTRATION POLICIES AND REQUIREMENTS

1. Registration Eligibility - Air Force employees currently designated as Status Quo are eligible for registration or become eligible for registration upon designation as Status Quo. Air Force employees who are scheduled to become Status Quo by reason of mandatory retirement may be registered up to 12 months prior to the mandatory retirement date.

2. Program Code and Priority - Status Quo employees will be registered under Program Code "C" with Priority 2, to apply only after all other Priority 2 registrants. Registration under Program Code "A" is not authorized.

3. Period of Registration - Status Quo registrants will remain in the Program without time limitation until placed, or until deleted by the registering Air Force activity. Registrants are expected to accept offers made to positions with the skills, grade levels, and locations for which registered. Registrants who decline an offer of a position at their current grade, within the commuting area, will be deleted by the registering Air Force activity. The reasons for declination of an offer outside the commuting area will be evaluated by the registering activity to determine whether or not the registrant is to be deleted from the Program for activities outside the commuting area. As a minimum, the registering activity will normally delete the location of the position declined from the area of referral.

4. Cost of Travel and Transportation - Travel and transportation expenses will be paid by the releasing Air Force activity for placements in continuing, non-temporary positions. Payment of travel expenses will be in accord with Volume 2, Joint Travel Regulations.

5 Release of Registrants - Registrants who accept offers will normally be released within two weeks after acceptance of the offer or, in no case, later than 30 days, without the mutual agreement between the releasing and gaining activities.

6. Procedures - Air Force Releasing Activity -

a. CPOs providing servicing for Status Quo employees occupying enlisted Air Reserve Technician (ART) positions will:

(1) Make every effort to place Status Quo employees occupying enlisted ART positions, within the geographical area of current employment. As a minimum, such employees will be registered, on a non-voluntary basis, for positions at their current grade level for which well qualified, for priority referral to any other Air Force activities determined by the CPO to be within the commuting area of the current residence of the employee. In addition, they will be encouraged to register for other positions, grades and locations acceptable to them at other Air Force activities nationwide.

(2) Determine skills and grade levels (not to exceed current non-temporary grade) for which the enlisted Status Quo employee fully meets qualification standards and which are acceptable to the employee when registering outside the commuting area.

(3) Register enlisted Status Quo employees for referral to any or all Air Force activities acceptable to them within the 50 states. Zone Coordinator prior approval for registration and referral to Air Force activities across zone lines is not required.

b. The Air Force has designated Headquarters, Air Force Reserve, DPC, as the Air Force releasing activity (Activity Code 394A) for purposes of registering Status Quo personnel occupying officer level positions. Individuals occupying officer level positions, who are now, or will become Status Quo within 12 months, are to be registered by that office. That office will make every effort to place Status Quo employees within the geographical area of current employment. Such efforts will be coordinated with the Civilian Personnel Officer at the location of assignment of the employee. These employees will be registered at their current grade level, and for lower acceptable grades, at their own activities and all other activities in the commuting area which utilize their skills. They may be registered for referral to any Air Force activities within the 50 states that utilize their skills. Zone Coordinator prior approval for registration for referral to Air Force activities across zone lines is not required. They may not be registered for grade levels which exceed their current non-temporary grade.

c. DD Form 1817 is to be completed in accordance with the determinations above and Chapter 8, except as modified below:

(1) Item 1 - Program - Element (02). Code "C" will be entered for the Status Quo registrant.

(2) Item 8 - Reserve Technician - Element (32). Code "N". Status Quo registrants are ineligible for or unwilling to continue reserve membership.

(3) Item 11 - Skills - Element (37) - (41). Skill 1 may be other than present reserve position. The highest acceptable grade for a Status Quo registrant will be the current non-temporary grade. The lowest acceptable grade for a Status Quo registrant will be the grade level set by the registrant as acceptable.

(4) Section B - Item 1 - Separation Date - Element (44). Leave blank.

(5) Section B - Item 2 - Release Date - Element (45). Leave blank.

(6) Section B - Item 3 - Priority - Element (46). Enter "2".

(7) Section E - Area of Referral - Item 1 - Zone, Region or State Selections - Elements (59) - (62). Any time one or more of these elements is coded, Code "F" must be entered in Component Element (63).

(8) Section E - Item 2 - Individual Activity Selections - Elements (64) - (69). Only Air Force activity codes may be entered.

7. Procedures - Air Force Gaining Activities - Air Force gaining CPOs will:

a. Match vacancies against Stopper Lists and submit requisitions as outlined in Chapter 4.

b. Make offers in normal priority order - Priority 1 before Priority 2, and other Priority 2 registrants before Status Quo Priority 2 registrants. (See Chapter 5, paragraph A5.) Offers will be made to Status Quo employees using the same geographic area precedence used for all other priorities. An offer is required to Status Quo registrants before vacancies can otherwise be filled by appointment, merit promotion, transfer or reassignment. An offer of a position previously declined by a Status Quo registrant need not be made to that registrant a second time.

c. Submit Report Actions on each resume as prescribed in Chapter 11.

8. Qualifications Disputes. Qualifications disputes between registering and gaining Air Force activities will be promptly referred to the Air Force DoD Regional Coordinator having jurisdiction over the potential gaining activity. The Air Force Regional Coordinator should refer any disputes that cannot be resolved promptly to the Air Force Component Headquarters, USAF/DPCS for resolution.

APPENDIX G**NATIONAL GUARD TECHNICIAN
DISABILITY PLACEMENT PROGRAM****(Program G)****A. PURPOSE**

This appendix provides a method for registering into the DoD Priority Placement Program certain current and previously employed National Guard technicians who are eligible for and receiving an annuity by reason of a disability that disqualifies them for National Guard membership, or from holding the military grade required for continued employment. It also provides for the referral of these National Guard technicians for placement in positions in the competitive or excepted service at appropriate DoD activities. All DoD policies and procedures applicable to the Priority Placement Program set forth in this manual, except as modified herein, apply.

B. REGISTRATION ELIGIBILITY

1. Current or former National Guard technicians who are or were separated from their positions on or after 31 December 1979 due to a medical disability that disqualifies them from membership in the National Guard or from holding their military grades required for employment, will be registered in the DoD Priority Placement Program, provided,

a. OPM has determined that the technician is not disabled under the provisions of 5 US Code, Chapter 83, Section 8337(a), and

b. the technician has either applied for or is receiving an annuity under 5 US Code, Chapter 83, Section 8337(h).

NOTE: National Guard Technician Personnel Offices (TPO) will document each case with all pertinent data necessary to support a and b above.

2. The registration of eligible technicians is mandatory.

C. PROGRAM CODE AND PRIORITY

Eligible National Guard technicians will be registered under program code "G" with a priority of 3. The resumes (DD Forms 1820) of National Guard technicians will be printed with the legend "National Guard Program" at the top of the resume form.

D. PERIOD OF REGISTRATION

A National Guard technician will be eligible to register as soon as it is determined that the technician is no longer qualified for membership in the National Guard in accordance with paragraph B above. Registration eligibility continues indefinitely. Registration will only be terminated when one of the following occurs:

1. The registrant is placed in any permanent and continuing Federal position.

2. The registrant declines a position in the Federal Service for which qualified, provided the position is of the same grade, or equivalent level, tenure, work schedule and in the same commuting area of his or her last duty station.

3. The registrant has been restored to earning capacity as determined by OPM under 5 US Code, Chapter 83, Section 8337.

4. The registrant is subject to any other circumstance which terminates his or her eligibility for an annuity under 5 US Code, Chapter 83, Section 8337(h).

E. SELECTION

Registrants selected under these provisions will be expected to enter on duty within two weeks after acceptance of the offer or in no case later than 30 days, without the mutual agreement of the registering and gaining activities.

F. PROCEDURES FOR NATIONAL GUARD REGISTERING ACTIVITIES (NATIONAL GUARD SUPPORT PERSONNEL MANAGEMENT OFFICE)

1. Eligible individuals will be registered only for DoD activities within the commuting area of the former technician's last duty station. Individuals will not be registered for the National Guard registering activity or for a DoD activity which would incur a liability for cost of travel or transportation associated with a permanent change of station (PCS) move.

2. Eligible technicians will be registered only for skills for which well qualified and only at the grade level or the equivalent grade level of the National Guard technician position from which separated.

3. Registering activities will complete DD Form 1817 (registration form) in accordance with Chapter 8, except as modified below.

a. Section A

(1) Item 1 - Program - element 02. Code "G" will be entered.

(2) Item 2 - Skills - elements 37-41. Both the high grade and low grade will be the same entry (see paragraph F2 above).

b. Section B

(1) Item 1 - Separation date - element (44) leave blank.

(2) Item 2 - Release date - element (45) leave blank.

(3) Item 3 - Priority - element (46) will always be a "3".

c. Section E

(1) Item 1. Only individual activity selections will be entered in elements (64) - (69) in accordance with paragraph F1 above.

(2) When no DoD activities exist within the commuting area of the Guard technician's last duty station, the area of referral will reflect only the activity code of the state Technician Personnel Office, not for referral purposes but to insure a registration count. In such cases, Item (12), Element 42 or 43, Special Qualifications, will be completed with the entry "For Registration Count Only".

G. PROCEDURES - GAINING ACTIVITIES

Potential gaining civilian personnel offices will:

1. Match vacancies in the competitive and excepted service against Stopper Lists and submit requisitions in accordance with the provisions of Chapter 4.

2. Make offers in normal priority order. An offer to a Priority 3 National Guard technician registrant will be made after other Priority 3 PPP registrants. The availability of a qualified National Guard technician Priority 3 registrant precludes the filling of a vacancy for a continuing position from a register or registers of competitive eligibles maintained by OPM or agencies with delegated examining authority, or when an agency requests recruiting assistance for positions in the excepted service. Availability of a Priority 3 technician does not preclude transfers within the Federal Service.

3. National Guard technicians placed under the provision of this appendix will be employed under the authority of 5 CFR, Part 213, Subpart C, Section 213.3102(j), other appropriate excepted authority, or other appropriate competitive appointing authorities if they have reinstatement eligibility.

4. Upon appointment or declination of a position offer under the provisions of this appendix, the gaining activity will notify OPM of such appointment or declination in accordance with instructions published in the FPM. The notification will include the date of appointment or declination and the title, pay plan, series and grade, and rate of pay of the position.

H. RECORDS MAINTENANCE

Registering TPO's are responsible for the day-to-day maintenance of registrant records. In addition, the National Guard Bureau, Falls Church, Virginia, will, as of 30 June each year request information from the OPM Bureau of Retirement regarding the status of each current program registrant. The NGB will notify each responsible registering TPO and DDSC of any need to update registration data.

APPENDIX H

OVERSEAS EMPLOYMENT AGREEMENTS

CONDITION OF EMPLOYMENT
(To be reproduced locally)

(Current DoD overseas employees not under the five-year limitation)

This document represents an agreement between the Department of Defense and the undersigned, and becomes effective upon entrance on duty in the position for which selected.

It is understood that this overseas assignment in _____, which has been accomplished through the DoD Priority Placement Program, is limited to a maximum period of one tour of duty, i.e., _____ year(s), and that I will be expected to return to the United States, under a Department of Defense placement program, at the end of _____ year(s) of satisfactory overseas service, for reassignment at the grade at which I am being placed.

It is further understood that my refusal to return to the United States for reassignment at the expiration of one tour of duty, i.e., _____ year(s), will be the basis for my separation from the service of the Department of Defense.

(Signature of Personnel Office
Representative)

(Signature of Employee)

(Date)

(Date)

Figure H-1. Sample Overseas Employment Agreement, employee not under 5-year limitation.

CONDITION OF EMPLOYMENT
(To be reproduced locally)

(Current DoD employees under the five-year limitation)

This document represents an agreement between the Department of Defense and the undersigned, and becomes effective upon entrance on duty in the position for which selected.

It is understood that this overseas assignment in _____, which has been accomplished through the DoD Priority Placement Program, is limited to a minimum period of one tour of duty, i.e., _____ year(s), and the maximum period of 5 years, and that I will be expected to return to the United States through the exercise of return rights, or under a Department of Defense placement program, as appropriate, upon completion of satisfactory overseas service.

It is further understood that my refusal to return to the United States for assignment will be the basis for my separation from the service of the Department of Defense.

(Signature of Personnel Office
Representative)

(Signature of Employee)

(Date)

(Date)

Figure H-2. Sample Overseas Employment Agreement, employee under 5-year limitation.

APPENDIX I

DoD MILITARY SPOUSE PREFERENCE PROGRAM

(Program S)

A. APPLICATION

This appendix prescribes policies and procedures of the Department of Defense Priority Placement Program (PPP) concerning the registration, referral and placement of spouses of active duty military sponsors of the U.S. Armed Forces, including the U.S. Coast Guard, whose employment preference entitlement stems from Public Laws 99-145, 99-661 and 100-180, Section 806, "Employment Opportunities for Military Spouses."

B. PURPOSE

1. This appendix provides systematic referral of spouses of active duty military sponsors of the U.S. Armed Forces, including the U.S. Coast Guard. Program S is the only means by which eligible military spouses will be offered spousal priority referral for appropriate vacancies at DoD activities within the commuting area of the duty station of the military sponsor, except for those referred on Office of Personnel Management certificates.

2. Program S applies when filling positions in the competitive service. Excepted service jobs are excluded. Competitive and excepted service positions in foreign areas are excluded.

3. All DoD policies and procedures applicable to the PPP, as set forth in DoD 1400.20-1-M, apply except as modified in this appendix.

C. AUTHORITY

1. Public Laws 99-145, 99-661, 100-180, Section 806.

2. DoD instruction 1404.12, 12 January 1989, Subject: "Employment of Spouses of Active Duty Military Members Stationed Worldwide."

D. REFERRAL LIMITATIONS

1. This appendix does not apply:

a. if military spouses are not appointable under paragraph E1 below or when making placements of spouses from an OPM register.

b. for overseas and nonappropriated fund (NAF) positions covered by DoD Directive 1400.23 and DoD Manual 1404.1-M.

c. When positions being filled are under DoD component career program procedures. (Components are responsible for establishing procedures for matching preference eligibles to vacancies filled through career program procedures.)

d. in situations where the vacancy is at the full performance level and is covered by a mandatory mobility agreement.

e. if spouses are already employed on a part-time intermittent or time-limited appointment expected to be continued one year or longer in the Federal service, including NAF positions, in the commuting area of the military sponsor's new duty station. Military spouses already employed on a part-time basis or under a time-limited appointment of less than one year in the Federal service must be selected only when referred for full-time continuing positions.

2. Spousal preference does not apply when placements are into positions expected to last less than one year. However, a preference eligible may be accorded PPP referral to a "noncontinuing" position; i.e., a position expected to last less than one year. Acceptance of the position does not terminate preference unless actual occupancy in it extends for one year or longer. Declination of the position does not terminate preference entitlement.

E. REGISTRATION

1. Eligibility - Subject to requirements shown at paragraph 2 below, eligible spouses of the following active duty military members are to be accorded entitlement to spousal employment preference.

a. A military sponsor assigned as the result of a permanent change of station (PCS) from overseas to the United States, including U.S. Territories or Possessions or to a different commuting area within the U.S. including U.S. Territories or Possessions.

* b. New recruits to active duty in the Armed Forces relocated to a new and permanent duty station after completing basic and advanced individual training at one or several temporary duty stations.

* c. Other new recruits who receive permanent assignments at the same duty station where all of their initial entry training was received.

* d. Former military members placed directly within their permanent units of assignment without undergoing initial entry training.

2. Registration is subject to the following conditions.

a. The spouse entered into marriage with the military sponsor prior to the sponsor's reporting date into the new geographic area.

b. The spouse is fully qualified for positions at grade levels GS/GM-15 and below or equivalent wage grade positions for which registered. (See paragraph G2 below and DoD Manual 1400.20-1-M, Chapter 3, paragraph B12.)

c. The spouse furnishes a copy of PCS orders identifying the military sponsor's reporting date to the new duty location or supplies written evidence or documentation which verifies eligibility.

d. The military sponsor makes a PCS from the United States to an overseas location on an unaccompanied tour and the orders specify the sequential assignment. For example, if the sponsor leaves Fort Belvoir for a one year unaccompanied tour to Panama and the orders specify that the next assignment after Panama will be Fort Knox, KY, the spouse could relocate to Fort Knox at any time during the year that the sponsor is in Panama and be registered in Program S. *

e. The spouse wishes to relocate from within the United States to the sponsor's new US duty station upon sponsor's return from an overseas unaccompanied tour.

f. The spouse is immediately appointable to a job in the competitive service, i.e., is a current Federal employee with reassignment or transfer eligibility, has reinstatement eligibility, or eligibility under Executive Order 12362 (as amended), and meets all pre-employment criteria, e.g., suitability, and citizenship.

Registration into Program S is voluntary. Eligible military spouses will not receive preference unless they have registered under Program S and appear on the Stopper List. However, a manual system must be maintained only for spouses who are applying through OPM or a Delegated Examining Unit, or for excepted service positions.

3. Ineligibility - Spouse preference is not applicable during a spouse's relocation within CONUS when:

a. the military sponsor is placed on an unaccompanied overseas tour unless the orders specify the sequential assignment.

b. there is a PCS move in conjunction with the retirement or separation of the military member.

F. REGISTRATION TIMEFRAME

1. Registration continues without time restriction; however,

a. Can occur no earlier than 30 days before sponsor's reporting date to new location.

b. Eligible family members with less than six months' time remaining in area may be nonselected for permanent continuing positions.

G. SPECIAL REGISTRATION POLICIES:

1. Registration of an eligible military spouse may be effected in full at the losing A-coded activity or after arrival at an A-coded activity in the gaining area. Those who elect to register at the losing activity who are not placed prior to departure and those who elect to wait and register in the new commuting area (following the PCS move) must be counseled to report to the A-coded activity CPO to which the sponsor is being assigned or to another A-coded activity regardless of component, in the commuting area which is the spouse's primary choice for employment. Of course, the spouse may report for registration to only one A-Coded activity. The spouse must handcarry a completed SF-75, or equivalent, to the A-coded activity in the gaining area.

2. An eligible spouse may be registered for up to five skills but is restricted to those series, grades and options for which fully qualified. Spouses may be registered at a grade level no higher than that previously held on a permanent basis, down to any grade for which qualified and available. When the preference eligible's only Federal service was overseas and under time-limited appointment(s), registration may be for the highest grade held, down to the lowest grade for which qualified and available. Persons who have reinstatement eligibility, as well as current eligibility under Executive Order 12362, may be registered at grade levels on the basis of the Executive Order 12362 eligibility if that is more beneficial.

3. If registered prior to the PCS, the newly selected A-coded activity will complete a DD Form 1819, File Maintenance Change, to reflect the new activity code, address, telephone number and any other data needing revision. The "old" activity code must be shown in the four boxes on the top line next to "registering activity code" and the "new" code shown as an entry under "element number". Show "03" and the new "A" coded activity in the first four boxes to the right. The DD 1819 will be submitted to the DoD Data Support Center, Dayton, OH 45444-4310, immediately. A notice will be generated by DDSC computer to inform the "old" activity that servicing is now the responsibility of the "new" activity.

4. An eligible spouse who is not currently employed by DoD may obtain needed registration assistance at an A-coded activity CPO in the gaining area as specified in paragraph G1, or when registration is desired in advance, at an A-coded activity CPO in the losing area.

H. REGISTERING DoD ACTIVITY PROCEDURES

1. Registering DoD activities will:

a. Confirm registration eligibility.

b. Complete Registration Form, DD 1817, (or input over Bulletin Board System (BBS) if active) as follows:

(1) Element (02), enter "S."

(2) Element (03), enter Registering Activity Code.

(3) Elements (42) and (43), Special Qualifications, will be used to document eligibility, i.e., "Current Employee," "Reinstatement Eligible," or "E.O. 12362 Eligible," and losing activity code.

(4) Elements (44) and (45), leave blank. These elements will be coded by the computer and will be one year from the date the registration is entered into the system.

(5) Element (46), enter 3.

(6) Element (47), enter overseas country location code if returning from overseas.

(7) Element (48), enter "N" if entry is made in element 47.

c. Provide spouse counseling regarding:

(1) Provisions of the PPP and DoD Instruction 1404.12.

(2) The spouses' option to delay PPP registration and contact a DoD A-coded CPO to register on or after arrival in the gaining area.

(3) The importance of keeping registration data current since failure to do so may lead to a loss of consideration.

(4) The requirement that, at time of registration, the spouse must be fully qualified for skills for which registered.

(5) When referred for positions in which competitive procedures are applied, the spouse must comply with established recruitment procedures (i.e., complete KSAs, report for interview, etc.). Refusal to participate in the merit process is considered a declination and is the basis for terminating Spouse Preference entitlement. If the spouse is among the best qualified, he/she receives preference and must be selected. *

(6) The requirement to accept or decline an offer within 24 hours.

(7) Preference under current eligibility will terminate:

(a) upon acceptance or declination of an offer of full-time, non-temporary employment in the Federal service, including NAF.

(b) upon acceptance or declination of a full-time temporary position in the Federal service, including NAF, which is in fact a "continuing" position. For spouse preference purposes, a "continuing" position is defined as a full time position expected to continue one year or longer.

(c) upon acceptance or declination of an offer in the Federal service, including NAF, into a part time or intermittent position expected to be continued one year or longer, if the spouse indicated availability for such a position.

(d) upon employment with a non-DoD Federal agency in the local area.

(e) upon refusal to participate in the established recruitment procedures.

(8) The fact that spouse preference eligibles are NOT entitled to:

(a) Reimbursement for relocation expenses under the JTR.

(b) Retained pay. (The enabling legislation on spouse preference does not provide for retained pay. However, such payments are left to the discretion of the employing activity provided the spouse meets all applicable eligibility standards imposed by law and the Office of Personnel Management.)

d. Obtain from the military spouse a current SF-171 and a copy of the most recent performance appraisal. NOTE: When the registering activity is being changed as described in paragraph G above, the military spouse must also furnish a current SF-171 and the most recent performance appraisal to the new A-coded activity. These documents are essential and must be furnished by the registering activity to a potential gaining activity when considering registrants for positions being filled under competitive procedures.

e. Establish the period of registration (beginning date of registration will be no earlier than 30 days prior to the scheduled departure).

f. Send the registration through BBS processing or by mail to the Defense Data Support Center, Dayton, OH 45444-5310, immediately.

g. Retain PPP registration records.

h. Submit appropriate file maintenance actions to keep the registration data current.

(1) If the program is "S," no matter what is entered in Elements (44) or (45), the date will always be changed by the computer to one year from the date of registration. Forty-five days prior to the separation/release date, a tickler will be generated from the computer to the registering activity as a reminder that the registration needs to be reviewed and then file maintained for an additional year. The CPO is to enter all 9's in either Element (44) or (45), and the system will establish the new separation/release date as one year from the date of entry of the file maintenance into the system.

i. Relay offers and inform the registrant that acceptance or declination of a valid offer will result in deletion from Program S and loss of entitlement to further spouse preference under the current eligibility. Deletion may be accomplished by BBS, calling in to the electric secretary, or returning the DD Form 1820, Report Action, promptly to Defense Data Support Center, Dayton, OH 45444-5310.

2. A spouse preference eligible is permitted registration even though such registration falls within a six month period immediately following a promotion received while serving in an overseas assignment.

I. GAINING ACTIVITY POLICY & PROCEDURES:

1. Potential gaining activities will match all appropriate vacancies against applicable Stopper Lists (or under Autodin procedures) as prescribed in this manual and with the following clarification.

a. The presence of a spouse prohibits appointments (including reinstatements) unless one of the following alternate sources are used: appointments of 30% disabled veterans, VRA appointments, transfers, reassignments, changes to lower grade, placements to correct equal employment opportunity deficiencies, placements of the handicapped and persons returning from tours of duty overseas.

b. Under competitive merit promotion procedures, the presence of a priority 3, military spouse, prohibits selection of an internal candidate when a spouse is rated best qualified. However, when priority 1 or 2 registrants appear on the Stopper List, activities are not authorized to fill the position under competitive procedures.

c. Spousal preference must be applied when a CPO is using employment sources such as registers from OPM area offices or Delegated Examining Units or when recruiting under Direct-Hire authorities.

d. An ampersand (&) to the right of the number of available registrants appearing on the Stopper List will indicate the availability of one or more military spouse preference registrants. Following requisitioning by the gaining activity, the Special Qualification information provided by the resume will identify the basis for registration, and therefore, the treatment each registrant must receive.

e. Activities planning to fill positions through competitive procedures should requisition using referral code "S." As a result, the requisitioning activity will receive Referral Resumes of Priority 1 and 2 registrants and also all Priority 3's registered under the Spousal Program.

f. Refusal by the spouse to participate in established recruitment procedure (i. e., interview, KSAs, etc.) is considered a declination and is the basis for terminating Spouse Preference entitlement.

g. When competitive procedures are used, only those spouse preference eligibles who are in the "best qualified" (BQ) group will be referred. The gaining activity is responsible for making the BQ determination for the spouse and other candidates. When a military spouse preference eligible is referred as BQ, he/she must be selected. In cases where more than one BQ spouse preference eligible is referred, either may be selected.

h. Activities must conduct ratings and rankings of eligible preference registrants each time he/she is matched with an activity vacancy even if such registrant previously failed to rank in the BQ grouping. Failure to be ranked BQ for one vacancy does not terminate consideration for preference for subsequent vacancies.

i. When filling positions under competitive procedures, consideration of military spouse registrants shall be extended to eligibles on the Stopper List in effect on the closing date of the merit promotion announcement or on the properly established closing date when certification is from existing registers or referral lists prepared by computer.

j. Spouse preference eligibles with less than six months time remaining in the area may be nonselected for permanent continuing positions.

k. A spouse preference eligible may be displaced by a Priority 1 or 2 registrant while temporarily appointed on a continuing position. Heads of DoD Components may establish guidelines for extension of preference if a spouse experiences unanticipated displacement (before the limitation date) from a position gained under preference and expected to continue for one year or longer.

1. When the military spouse eligible cannot be located by the registering activity after reasonable efforts, the potential gaining activity may continue the staffing action without further consideration of that registrant. However, such action will not terminate preference eligibility. A report action 26 with narrative explanation must be sent to DDSC. Documentation must be maintained to provide an audit trail.

m. The resume of a military spouse will be identified in the heading of the DD Form 1820 or on Autodin-generated resumes with the printed legend, "Military Spouse Preference Program."

2. Heads of DoD components may establish guidelines for approving exceptions to spouse preference policies. Exceptions shall be rare and based only on compelling hardship to the DoD component mission or the applicant. In establishing guidelines, heads of DoD components may delegate authority for making exceptions.

APPENDIX J**ARMY MILITARY TECHNICIAN PROGRAM**
Applicable to Army Activities Only
(Program D)**A. APPLICATION**

This appendix applies to Army activities only and provides a method for registration in the Priority Placement Program (PPP) of U.S. Army Reserve (USAR) Military Technicians (MT) who are subject to PL 98-212. Registration is limited to those MTs who were initially employed after 8 December 1983 and who are scheduled to be separated from their civilian positions as a result of loss of Selected Reserve membership, through no fault of their own, as defined in AR 140-315, Employment and Utilization of Army Reserve Military Technicians.

B. PURPOSE

This appendix provides a method of referral of USAR MTs for placement consideration in non-USAR MT positions at Army activities within the 50 United States. All DoD policies and procedures applicable to the PPP, as contained in DoD 1400.20-1-M, are to be applied, except as modified herein.

C. REGISTRATION ELIGIBILITY

Current MTs are eligible for registration upon receipt of a proposed separation notice under conditions described in paragraph A above. MTs who are scheduled to be separated by reason of military retirement may be registered up to 12 months prior to the anticipated retirement date.

D. PROGRAM CODE AND PRIORITY

Army MTs will be registered under Program Code "D", with priority 2, to apply only after all other priority 2 registrants. Registration under Program Code "A" as Priority 2 is not authorized.

E. PERIOD OF REGISTRATION

Registrants will remain in the Program until they are placed, become unavailable for placement, are deleted by the registering Army activity, or for one year following separation, whichever occurs first. Registrants will be expected to accept offers at locations and for positions and grade levels for which registered. Registrants who decline a valid offer of a position at their current grade level will be deleted by the registering Army activity.

F. REPORT ACTIONS

1. Gaining Activities will submit report actions as specified in Chapter 11, paragraph E.

2. Releasing Activities will submit report actions as specified in Chapter 11, paragraph B, except that Report Action 02, Declination of Offer, will be used only when MTs decline an offer of a position at their current grade level. Declinations of offers of positions at grades lower than current grade are not to be reported by releasing activities.

G. COST OF TRAVEL AND TRANSPORTATION

Travel and transportation expenses will be paid by the releasing Army activity for placements in continuing, non-temporary positions. Payment of travel expenses will be in accordance with Volume 2, Joint Travel Regulations.

H. RELEASE OF REGISTRANTS

Registrants who accept offers normally will be released within two weeks after acceptance of the offer, or in no case, later than 30 days without mutual agreement between releasing and gaining activities.

I. PROCEDURES - ARMY RELEASING ACTIVITIES

1. Civilian personnel offices (CPO) servicing MTs whose separation is proposed will:

a. Determine skills and grade levels (not to exceed current non-temporary grade) for which MTs meet qualifications criteria described in Chapter 3 and are otherwise eligible for registration.

b. Register all such employees on a voluntary basis for referral to other Army activities acceptable to the employees, and at current and lower grades acceptable to them, when in the opinion of the CPO, such registration will provide reasonable placement opportunities within 1 year.

c. Register all such employees (on a mandatory basis, if necessary) at their current grade level for positions for which well qualified (as described in Chapter 3) for priority referral to all other Army activities determined by the CPO to be within the commuting area of the current residence of the employee.

2. MTs may be voluntarily registered for referral to any or all Army activities within the 50 United States. Zone Coordinator prior approval for such registration and referral is not required.

3. Complete DD Form 1817 in accordance with Chapter 8 and the determination above, except as modified below:

a. Section A - Item 1 - Program - Element (02). Code "D" will be entered for the MT registrant.

b. Item 11 - Skills - Elements (37) - (41). Skill 1 may be other than present reserve position. The highest acceptable grade for a MT registrant will be the current non-temporary grade. The lowest acceptable grade for a MT registrant will be any lower grade acceptable to the registrant.

c. Section B - Item 1 - Separation Date - Element (44).
Enter date of scheduled separation.

d. Item 2 - Release Date - Element (45).
Enter date which is one year from date of separation.

e. Item 3 - Priority - Element (46).
Enter "2".

f. Section E - Area of Referral - Item 1 - Zone, Region or State Selections - Elements (59) - (62). Any time one or more of these elements is coded, Code "A" must be entered in Component Element (63).

g. Item 2 - Individual Activity Selections - Elements (64) - (69). Only Army activity codes may be entered.

J. PROCEDURES - ARMY GAINING ACTIVITIES. Army gaining CPOs will:

1. Match vacancies against Stopper Lists and submit requisitions as outlined in chapters 4 and 10.
2. Make offers in normal priority order. Priority 2 Army MTs will be made offers after all other Priority 2's.
3. Submit Report Actions on each resume as prescribed in Chapter 11.
4. Refer qualification disputes between registering and gaining Army activities to the Army Regional Placement Coordinator having jurisdiction over the potential gaining activity.

APPENDIX K
NATIONAL GUARD TECHNICIAN EMPLOYMENT PROGRAM
(PROGRAM K)

A. PURPOSE

1. This appendix prescribes policies and procedures of the Department of Defense (DoD) Priority Placement Program (PPP) concerning the registration, referral and placement of Department of Army and Department of Air Force, National Guard Technicians, who are being involuntarily separated for reasons other than for cause and are accorded competitive status for purposes of transferring to the competitive service by Public Law 99-586. These policies and procedures will be identified within the PPP as Program "K" and will apply when filling positions in both the competitive and excepted service.

2. Program K will be used to refer eligible Guard Technicians to DoD activities throughout the 50 United States, possessions and territories, except for those being separated for disability under an OPM approved disability per Title 5 USC, Section 8337(a). Technicians determined by OPM to be disabled in accordance with 5 USC, Section 8337(a) are not eligible for placement through the PPP. Those eligible for and receiving an annuity in accordance with 4 USC, Section 8337(h) will be placed through the procedures contained in Appendix G, National Guard Technician Disability Placement Program.

3. All policy and procedures of the DoD PPP, as set forth in this manual (DoD 1400.20-1-M), apply except as modified in this appendix.

B. AUTHORITY

1. Public Law 99-586.
2. DoD Directive, Number 1400.20, dated June 16, 1981.

C. REGISTRATION ELIGIBILITY

National Guard Technicians meeting the conditions of paragraph A1, above, as clarified by paragraph A2, may be registered in Program K, upon receipt of a proposed separation notice.

D. PROGRAM CODE AND PRIORITY

Guard Technicians will be registered under Program K and will be accorded Priority 2 after all other Priority 2 registrants. They will be given equal consideration to those individuals registered in the Army Military Technician and Air Force Status Quo Programs under the provisions of Appendices J and F of this manual, respectively.

E. PERIOD OF CONSIDERATION

Registrants will be mandatorily registered during their notice period in accordance with paragraph 11c below. They will remain in the Program until they are placed, become unavailable for placement, are deleted by the registering National Guard activity or, at their option, for one year following separation, whichever occurs first. Registrants will be expected to accept offers at locations, for positions and at grade levels for which registered. Registrants who decline a valid offer of a position at their current grade level will be deleted by the registering activity.

F. REPORT ACTIONS

1. Gaining activities will submit report actions as specified in Chapter 11, paragraph E.

2. Releasing activities will submit report actions as specified in Chapter 11, paragraph B, except that Report Action 02/Declination of Offer, will be used only when Guard Technicians decline an offer of a position at their current grade level. Declinations of offers of positions at grades lower than current grade are not to be reported by releasing activities. Gaining activities should provide a report action 15 for declination at current grade level and report action 26 (with explanation) for declinations at grades lower than current grade.

G. COST OF TRAVEL AND TRANSPORTATION

Travel and transportation expenses will be paid by the releasing National Guard activity for placements into continuing, non-temporary positions involving relocation. Payment of travel expenses will be in accordance with Volume 2 of the Joint Travel Regulations.

H. RELEASE OF REGISTRANTS

Registrants who accept offers normally will be released within two weeks and, in no case, later than 30 days after acceptance of the offer without mutual agreement between the releasing and gaining activities.

I. PROCEDURES - RELEASING ACTIVITIES

1. Support Personnel Management Offices (SPMOs) servicing Guard Technicians whose separation has been proposed will:

a. Determine skills and grade levels (not to exceed current non-temporary grade) for which Guard Technician registrants meet qualifications criteria described in Chapter 3 (well qualified) as well as eligibility for registration.

b. Register all such employees on a voluntary basis for referral to other DoD activities acceptable to the employees, and at current and lower grades acceptable to them when, in the opinion of the SPMO, such registration will provide reasonable placement opportunities.

c. Register all such employees (on a mandatory basis, if necessary) at their current grade level for positions for which well qualified (reference Chapter 3) for priority referral to all DoD activities which are determined by the SPMO to be within the commuting areas of the registrant's current residence.

2. Registration outside the commuting area of the registrant's current residence should be accomplished IAW the provisions of Chapter 3, paragraph B9a.

3. The DD 1817 registration form is completed by the registering activity using the information provided above and the following directions:

a. Element (02) - Code "K" will be entered for Guard Technician registrants.

b. Element (37)-(41) - Skill 1 may be other than the present guard position. The highest acceptable grade will be the current non-temporary grade. The lowest grade will be any lower, acceptable grade subject to the three GS grade (or equivalent) limitation.

c. Element (44) - This will be the date of scheduled separation.

d. Element (45) - The Release Date is one year from the date of separation.

e. Element (46) - Priority "2".

J. PROCEDURES - GAINING ACTIVITIES

Gaining Civilian Personnel Offices (CPOs) will:

1. Match vacancies against Stopper Lists and submit requisitions as outlined in Chapters 4 and 10.

2. Make offers in normal priority order IAW paragraph D, above.

3. Submit Report Actions on each resume as prescribed IAW para F above and Chapter 11.

K. REPORTS

The Zone Coordinators and the Component Coordinators will receive complete and detailed, computer-generated reports every thirty days or upon demand. Reports will include data on registrations, placements, declinations (current grade only), etc., by activity, region, zone and DoD Component.

INDEXACCEPTANCE LIST (OVERSEAS EMPLOYMENT PROGRAM):

Positions Listed.....Ch 7, Para B1, P 7-1

AREA OF REFERRAL:

Air Force Status Quo Program.....App F, Para B6a & b, P F-2
 Army Family Member PPP.....App A, Para D1e(5), P A-3
 Army Military Technician Program.....App J, Para I3f, P J-3
 Commuting Area Determination.....Ch 3, Para B4 & 5, P 3-9
 Declining Offer Outside Commuting Area.....Ch 3, Para B7, P 3-9
 Declining Transfer of Function.....Ch 3, Para B9c, P 3-11
 Displaced by RIF.....Ch 3, Para B9a, P 3-10
 Displaced Overseas Employee.....Ch 6, Para B4, P 6-3
 Duty Station in Another Zone.....Ch 3, Para B9a, P 3-10
 Employees of Hawaii Selecting in Pacific
 Theater.....Ch 6, Para B4g, P 6-4
 Former Residents of Guam Selecting in U. S.
 or the Theater.....Ch 6, Para B4f, P 6-3
 Grade Retention Program.....App B, Para C7a(8), P B-5
 Including Registering Activity.....Ch 3, Para B9d, P 3-11
 Making File Maintenance Change.....Ch 9, Para C, P 9-3
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DEPARTMENT OF DEFENSE
DATA SUPPORT CENTER
DEFENSE ELECTRONICS SUPPLY CENTER
DAYTON, OH 45444-5310

IN REPLY
REFER TO

DDSC (Mrs. Madges/AV 986-5156)

15 May 91

SUBJECT: Priority Placement Program (PPP) Update 91-1

TO: Civilian Personnel Officer
All DoD Activities

1. Enclosed you will find the following attachments relating to the PPP:

a. DoD 1400.20-1-M, Change 1.

b. Synopsis of Changes, Additions, Deletions which briefly explains the changes included in DoD 1400.20-1-M, Change 1.

c. Civilian Intelligence Personnel Management System (CIPMS) fact sheet along with OPM Letter 315-27, dated 7 May 90 and Personnel Interchange Agreement. OPM and DoD have established an agreement permitting movement between the competitive civil service and positions in the CIPMS in the military departments. We have incorporated CIPMS references throughout the manual and provided further explanation in the fact sheet.

2. The following information does not require a manual change but is important for those of your staff who work with the PPP.

a. Changes to the Office of Personnel Management (OPM) Qualification Standards for the GS-391/393 and the GS-544/590 require the following changes when registering or requisitioning for these skills:

(1) For GS-391/393. Series GS-393, Communications Specialist, has been abolished with coverage now under the GS-391, Telecommunications. Therefore, if you have a match in either series (with appropriate option of TYA, STC, DAT, if required), you must requisition for the GS-391 and the computer will match the GS-391 AND GS-393 series. This automatic computer matching will be effective 17 June 91. As of this date the TEB option for the GS-393 will be obsolete and may not be used. When registering employees, you should use the GS-391 series and not the GS-393.

(2) For GS-544/590. Series GS-590, Time and Leave, has been abolished with coverage now under GS-544, Civilian Pay. Therefore, if you have a match in either series (with appropriate option, if required), you must requisition for the GS-544 and the computer will match the GS-544 AND the GS-590 series. This automatic computer matching will be effective 17 June 91. When registering employees, you should use the GS-544 series and not the GS-590.


15 May 91

b. We have added GS-326, Office Automation Clerical and Assistance Series, to the list of series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades GS-1 through 4. Effective immediately, individuals registering for GS-300 (TYA), Grades 1, 2, 3, and 4 will be referred automatically for GS-326. Individuals will be referred for the GS-326 only if registered for the GS-300 (TYA) since the new series has a typing proficiency requirement.

c. When registering individuals for grade levels in the Retained Grade (R) Program, remember that the HIGH and LOW grades shown in Elements 37 through 41 MUST be the same as those indicated in Element 12 which is the position to which the registrant has retained grade entitlement.

d. Our office sends messages through your local communications center, subject: Notice of Overdue Registrant Report Action, which explains that a report action has been received by DDSC which would require removal of a registrant who is currently registered by your activity. Since report actions, based on referral of an individual through the requisitioning process, are sometimes completed with incorrect report actions (i.e., a Code 14 when the position is temporary), it is imperative that you NOT automatically remove the registrant. Of course, after reviewing your file, if the registrant should be removed from the Program, you should submit the appropriate report action. However, if it appears the individual has not received a valid offer and, therefore, should not be deleted from the Program, please contact your servicing specialist at DDSC for assistance.

3. The Overseas Employment Program (OEP) Acceptance List has been updated and was distributed last month. This List, dated 1 Feb 91, will replace the one dated 10 May 89.

for 
JAMES D. FORINASH
Chief, Defense Data
Support Center

SYNOPSIS OF CHANGES, ADDITIONS, DELETIONS

DoD 1400.20-1-M

May 1991

1. Chapter 2.

a. Explains that use of optional items such as Relocation Services are not required payments under PPP. (Paragraph F1)

2. Chapter 3.

a. Includes displaced CIPMS employees under eligibility for "A" Program. (Paragraph A2)

b. Does not limit CIPMS Excepted Service registrants to Excepted Service Positions only; however, requires input in Elements 42 or 43 to identify such registrations. (Paragraph A3)

c. Explains circumstances when registrant is required to register down to and including two grade or pay levels below current grade. (Paragraph B3 and B3a)

d. Involuntary registrants are not permitted to expand their area of availability beyond the commuting area after separation without approval from the Zone Coordinator. (Paragraph B3d and B6)

e. Requires removal of registrant who does not have entitlement to severance pay upon declination of an offer whether outside or within commuting area. (Paragraph B7)

f. Instructs that within an area of referral individuals must normally be willing to register for all activities which utilize his/her skills and further defines "all" activities. (Paragraph B9a)

g. Permits CIPMS employee registration no higher than current grade. (Paragraph B16)

h. Excludes GS-2091, Sales Store Clerical from automatic referral under the GS-300 series. (Paragraph B21a; B28o; Chapter 4, Paragraph D3c)

i. Requires registrants to indicate availability/non-availability for non-DoD Federal agency positions and that declination of such a "valid" offer will result in removal from the PPP. (Paragraph B28)

3. Chapter 4.

a. Adds "gradual" retirement annuitants to trial annuitants who are not subject to matching against the Stopper List. (Paragraph A2)

b. Includes as an exception from Priority 1 and 2 restrictions, those persons who are returning from Bureau of Employee Compensation (BEC) rolls to a position at a grade no higher than that held at the time of BEC eligibility. (Paragraph B1r)

15 May 91

SUBJECT: Synopsis of Changes, Additions, Deletions, DoD 1400.20-1-M

c. Establishes automatic computer referral for those individuals registered for the WG-00000, Grades 1, 2, 3, or 4 when the specific series is requisitioned. This automatic computer matching will be effective 17 June 91. (Paragraph D5)

d. Establishes automatic computer referral for those individuals registered for the WG-01111-5 when the requisition is for the specific Trades Helper position. This automatic computer matching will be effective 17 June 91. (Paragraph D6)

4. Chapter 5

a. Includes the regulatory requirement that an offer must be in writing when declination of such would result in loss of severance pay. (Paragraph A5)

5. Chapter 6

a. Includes displaced and non-displaced overseas CIPMS employees under eligibility for "A" Program registration. (Paragraph B1; C1; C2d; G1)

b. On a case-by-case basis, Component Coordinators have the authority to allow nondisplaced overseas individuals to remain in the PPP after their employment terminates. This will be for compassionate reasons and the registrant will be restricted to their stateside commuting area. (Paragraph C5)

c. Allows "A" Program family members a broader choice in selecting their registering activity. (Paragraph G1a(2))

6. Chapter 8

a. Requires entry in Element 24 to indicate availability/non-availability for consideration by non-DoD federal agencies. Active registrations should be changed through file maintenance. (Paragraph B7i)

b. Requires entry in Element 25 as to whether registrant is currently in the Excepted Service. Active registrations should be changed through file maintenance. (Paragraph B7j)

c. Explains that for consideration of the GS-2091, Sales Store Clerical, individuals must register for the specific series since it is no longer included with the GS-300 for PPP purposes. (Paragraph B13g(2)(a))

d. Adds explanation of series not covered by the WG-01111, namely, Warehouse Worker, Motor Vehicle Operator, and Forklift Operator which requires registration by specific series. (Paragraph B13g(2)(c))

e. Requires statement in Elements 42 or 43 to identify CIPMS registrants whose eligibility is based on the Personnel Interchange Agreement between DoD and OPM. (Paragraph B14)

f. Changes requirements for Elements 24 and 25 of DD Form 1817. (Figure 8-19)

15 May 91

SUBJECT: Synopsis of Changes, Additions, Deletions, DoD 1400.20-1-M

7. Chapter 10

a. Adds referral code "Q" for requisitions requiring referral of both registrants who indicated availability for temporary positions and all "S" Program registrants. (Paragraph B4g(5))

8. Appendix B

a. Clarifies the conditions under which grade retention will be given when an individual accepts a lower graded position as a result of a reduction in force notice. (Paragraph A2)

b. Changes the policy on area of availability for "R" Program registrants. (Paragraph C5)

9. Appendix D

a. Removed the option code (TEB) from the GS-393 series.

9. Nondisplaced Family Member Employees Matrix

a. "A" Program allows family members a broader choice in selecting their registering activity. (Matrix, page 3, Registration Procedures)

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 315- 27

SUBJECT: Personnel Interchange Agreement Covering Employees
of the Department of Defense Civilian Intelligence
Personnel Management System

FPM Letter 315-27

Published in advance
of incorporation in FPM
chapter 315

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
May 7, 1990

Heads of Departments and Independent Establishments:

1. OPM and the Department of Defense have established an agreement permitting movement between the competitive civil service and positions in the Civilian Intelligence Personnel Management System (CIPMS) in the military departments (Army, Navy, and Air Force) filled under 10 U.S.C. chapter 81.

2. The interchange agreement was effective March 9, 1990, and will remain in effect for 3 years unless it is renegotiated before the expiration date. The agreement covers movement both of current CIPMS employees and of CIPMS employees who are appointed noncompetitively within 1 year following an involuntary separation without personal cause. Agencies may consider CIPMS employees for noncompetitive appointment to competitive positions in accordance with the instructions found in section 6-2 of FPM chapter 315. In determining employees' eligibility for noncompetitive appointment, all qualifying CIPMS service is creditable, including that rendered before the effective date of this agreement.



Constance Berry Newman
Director

• U.S. GOVERNMENT PRINTING OFFICE: 1990-260-571:00149

Inquiries: Staffing Policy Division, Career Entry and Employee Development Group, (202) 606-0818

CIVILIAN INTELLIGENCE PERSONNEL MANAGEMENT SYSTEM (CIPMS)

Fact Sheet

1. The Intelligence Authorization Act of FY 1987 (10 USC 1590) gave the Secretary of Defense authority to establish an excepted personnel management system for the Military Departments. OPM and DoD have established a Personnel Interchange Agreement which permits employees serving in the Civilian Intelligence Personnel Management System in the Military Departments to be appointed to positions in the competitive civil service and employees serving in positions in the competitive civil service to be appointed to positions under CIPMS in the Military Departments.

2. DoD 1400.34-M, DoD Civilian Intelligence Personnel Management System (CIPMS) Policies, dated August 1989, contains uniform policies for implementing the DoD CIPMS. DoD Components may obtain copies of this manual through their own publication channels. NO COPIES ARE AVAILABLE THROUGH DDSC.

AGREEMENT FOR THE MOVEMENT OF PERSONNEL
BETWEEN THE CIVIL SERVICE SYSTEM AND
THE CIVILIAN INTELLIGENCE PERSONNEL MANAGEMENT SYSTEM (CIPMS)
IN THE DEPARTMENT OF DEFENSE

In accordance with the authority provided in Section 6.7 of the Civil Service Rules, and pursuant to the following agreement with the Department of Defense, employees serving in the Civilian Intelligence Personnel Management System (CIPMS) in the Military Departments (Army, Navy, and Air Force) may be appointed to positions in the competitive civil service, and employees serving in positions in the competitive civil service may be appointed to positions under CIPMS in the Military Departments, subject to the following conditions:

1. Type of appointment held before movement.

To be eligible for movement under this agreement, employees must be currently serving under a competitive career or career-conditional appointment or under a CIPMS appointment or have been involuntarily separated from such appointment without personal cause within the preceding year. CIPMS employees must be or have been serving in continuing CIPMS positions under excepted appointments without time limits.

2. Qualification requirements.

CIPMS employees must meet the qualification standards and requirements for the positions to which they are to be appointed in accordance with OPM established regulations for transfer of employees within the competitive service. Employees in the competitive service must meet the regular standards and requirements established by the Military Departments for appointment to CIPMS positions.

3. Length of service requirement.

CIPMS employees must have served continuously for at least 1 year in CIPMS positions before they may be appointed to positions in the competitive civil service under the authority of this agreement. Employees in the competitive civil service must have completed the 1-year probationary period required in connection with their career or career-conditional appointments in the

competitive service before they may be appointed to CIPMS positions, without serving a trial period, under the authority of this agreement.

4. Selection.

CIPMS employees may be considered for appointment to positions in the competitive civil service in the same manner that employees of the competitive service may be considered for transfer to such positions. Employees in the competitive service may be considered for appointment to any CIPMS position on the basis of their qualifications.

5. Type of appointment granted after movement.

CIPMS employees who are appointed to competitive positions under the terms of this agreement will have career or career-conditional appointments, depending upon whether they meet the 3-year service requirement for career tenure. The service which commences with a permanent CIPMS appointment will be accepted toward meeting the competitive service requirement. Employees of the competitive service who are appointed to CIPMS positions under the terms of this agreement will receive excepted service appointments under 10 U.S.C. 1590.

6. Probationary and trial periods.

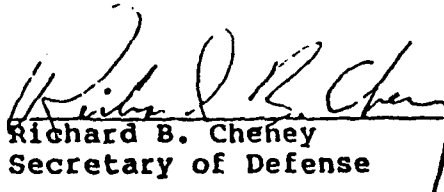
Employees appointed under this agreement, who have previously completed a probationary or trial period, will not be required to serve a new probationary or trial period.

7. Status.

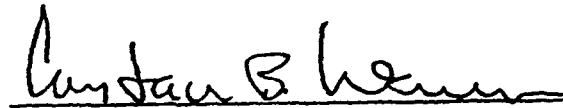
CIPMS employees who are appointed in the competitive civil service under the terms of this agreement will receive competitive civil service status. Thereafter, such employees will be entitled to the benefits and privileges provided by the Civil Service Rules and by OPM's regulations and instructions for persons having competitive civil service status. Employees of the competitive civil service who are appointed to CIPMS positions under the terms of this agreement will have whatever privileges are normally provided to persons who initially receive CIPMS excepted service appointments, under 10 U.S.C. 1590, in those agencies.

8. Effective date.

This agreement becomes effective 30 days from the date on which it is signed by both parties and shall expire, unless renegotiated, 3 years thereafter. The agreement may be terminated prior to its expiration date 30 days following notice from the Department of Defense or OPM and may be modified at any time with the mutual consent of the Department of Defense and OPM.


Richard B. Cheney
Secretary of Defense

2/7/90
(Date)


Constance Berry Newman
Director
Office of Personnel Management

9 NOV 1989
(Date)



DEPARTMENT OF DEFENSE

DATA SUPPORT CENTER
DEFENSE ELECTRONICS SUPPLY CENTER
DAYTON, OH 45444-5310

IN REPLY
REFER TO:

DDSC (Mrs. Madges/AV 986-5156)

15 May 91

SUBJECT: DoD 1400.20-1-M, Change 1

TO: Civilian Personnel Officer
All DoD Activities

1. The following changes to the DoD Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-M, dated September 90, are authorized:

2. PEN CHANGES

a. Chapter 4, pg 4-1, para A2, line 2, add the words 'and gradual' to change the parenthetical to read '(except trial and gradual retirement annuitants).'

b. Chapter 5, pg 5-3, heading at top of page should read 'Chap 5, Para All cont'd)' and para A11, 12, and 13 should be renumbered to 'A12, 13, and 14.'

c. Appendix D, pg D-3, remove TEB option code from the GS-393 series.

3. PAGE CHANGES

Remove current pages 2-5, 2-6, 3-1, 3-2, 3-3, 3-4, 3-9 through 3-19, 4-9, 4-10, 4-13, 4-14, 4-15, 4-16, 5-1, 5-2, 6-1, 6-2, 6-5, through 6-10, 6-13, 6-14, 8-3 through 8-10, 8-15, 8-16, 8-29, 8-30, 10-7, 10-8, B-1, B-2, B-3, B-4, and matrix pages 3 and 4. Replace with attached new pages.

4. Program additions and deletions effective with this change are identified by a marginal asterisk (*).

5. Questions concerning this change should be directed to this office.

for *Ann Madges*
JAMES D. FORINASH
Chief, Defense Data
Support Center

(Chap 2, Para F)

F. PAYMENT OF TRAVEL EXPENSES (Overseas Activities, see Chapter 6)

1. Employees being involuntarily separated or demoted (other than for personal cause), who are in other than a temporary status, will have their transportation expenses paid by the releasing activity when transferred or reassigned to a position expected to continue for not less than one year at another DoD activity. Such payments will be made to the maximum extent permitted under the provisions of the Joint Travel Regulations, Volume 2 except for the use of optional items such as Relocation Services. This shall include employees who have been or will be affected by a reduction-in-force, involuntary furlough for six months or more, transfer of function or base closure, and employees who have been separated for these reasons and are reemployed in DoD within the period of one year from date of separation. Also included are displaced DoD employees who, during their period of registration eligibility, are recruited for and placed in positions in the Federal Government as a result of an interrogation of the DoD Priority Placement Program or other outplacement efforts, under conditions provided in paragraph F2 below, and employees who transfer to a non-DoD Federal activity prior to separation because of reduction-in-force or transfer of function or have been separated for these reasons and are reemployed within one year of date of separation in a non-DoD Federal Agency at a duty station located within the United States, United States territories and possessions, the Commonwealth of Puerto Rico or overseas areas. The releasing DoD activity, if located within the above listed areas, will endeavor to have the non-DoD activity pay travel and transportation expenses to the new location; however, if this is not possible, the releasing DoD activity will pay the expenses.

2. Employees eligible for Priority Placement Program registration being involuntarily separated (other than for personal cause) may seek other employment on their own initiative. When such employees obtain positions within the Federal Government, they are entitled to have their transportation expenses paid, provided they have not previously declined a valid position offer and:

a. The position is in the same DoD zone where employed, or outside the zone if the releasing activity certifies that the employee has neither declined to accompany his function, nor can be assured a suitable offer within the zone and the Zone Coordinator approves. (Employees obtaining positions in Alaska or Hawaii from Zone 4 and within Puerto Rico from Zone 2 will have their transportation expenses paid by the releasing activity only if the releasing activity certifies that a suitable offer cannot be assured within CONUS in the respective Zone. For example, an employee who can be assured a suitable offer elsewhere in Zone 4 would not have transportation costs to Alaska or Hawaii paid by the releasing activity if such employment was obtained on the employee's own initiative.)

(Chap 2, Para F2b)

b. If the position is in a Federal Agency other than DoD and is obtained prior to separation or within one year after separation, the cost will be borne by the releasing activity if the gaining activity will not assume the expense. Cost of travel expense will be assumed by the releasing activity if the position is in DoD.

3. Office of the Secretary of Defense, Office of the Joint Chiefs of Staff, the Military Departments and Defense Agencies will establish procedures to remove any financing impediments to maximum employment of all Defense employees affected by base closures, transfers of functions, and other reductions. As required by DoD Directive 1400.20, arrangements will be made to assure that funds are set aside and available at the component headquarters or major command level for installations when needed for the payment of travel and transportation expenses for this purpose. Implementing instructions issued by the components will advise field agencies that local financial plans will be increased to the extent necessary to pay travel and transportation expenses incidental to hiring such employees.

4. When reimbursement for temporary quarters and miscellaneous expenses cannot be authorized by the losing activity under the Joint Travel Regulations, such costs are to be borne by the gaining activity when an employee is placed into the gaining activity under the PPP from an overseas assignment. This is in accordance with JTR, Vol 2, Para cl052.

G. EARLY RELEASE OF EMPLOYEES IN BASE CLOSURES AND MAJOR TRANSFERS OF FUNCTION

1. Whether or not formal placement efforts to assist affected employees at activities being closed or transferred have begun, vacancy information forwarded from other DoD and Federal activities in or near the commuting area will be disseminated to employees. Activities will not inhibit the recruitment and selection of employees for other positions in or near the commuting area and employees selected for such positions will be promptly released.

2. When necessary, employees released may be replaced by temporary or term appointees, by detail of personnel from other activities, by temporary use of military personnel, or by other means. In appropriate cases, action to reprogram for a more rapid phase-out of the activity being curtailed or transferred may be considered.

CHAPTER 3

PRIORITY PLACEMENT PROGRAM ELIGIBILITY AND REGISTRATION

A. GENERAL POLICY

1. The Priority Placement Program provides the primary method of registration and referral of DoD personnel for placement consideration at DoD activities within the United States and Puerto Rico, who are:

a. scheduled for involuntary separation by reduction-in-force,

b. scheduled for involuntary furlough for a period of 6 months or more,

c. scheduled for demotion by reduction-in-force,

d. scheduled for separation due to declination of functional transfer outside the commuting area or whose positions have been relocated outside the commuting area but within the competitive area, and who are not on a mobility agreement,

e. satisfactorily completing a tour of duty or equivalent in a foreign area, territory, possession, or in the states of Alaska and Hawaii.

For registration of overseas displaced and nondisplaced employees, see Chapter 6.

2. Registration Eligibility. The Priority Placement Program is invoked while eligibles are still employed. Displaced employees with career/career-conditional status and excepted employees with personal career/career-conditional status or excepted Civilian Intelligence Personnel Management System (CIPMS) employees covered under the Personnel Interchange Agreement between DoD and OPM whose job performance and conduct are satisfactory under the registering activity's performance evaluation system and who meet one of the following criteria may be registered:

a. Employees who are to be adversely affected by RIF or declination of functional transfer. Such employees include part-time, intermittent, seasonal or on call employees with status as described above, as well as employees scheduled for furlough for 6 months or more.

b. Full-time employees who decline a part-time position offered under RIF procedures or such employees who decline a part-time position at the losing activity following declination of an out-of-area functional transfer. Such employees being separated after declining the part-time job offers will have PPP registration eligibility just as though the part-time work had not been offered.

c. Employees receiving retained grade benefits who are impacted by subsequent Reduction-in-Force action, either separation or placement resulting in further retained grade benefits, may be registered under the most recent of these actions for the highest grade to which they have retained grade entitlement. The three GS grade registration limitation will not be applied to the highest retained grade when this limitation will prohibit the employee from registering for current grade. (For example, an employee whose retained grade is GS-9 and who is currently assigned to a GS-5 position, may be registered as the result of a subsequent RIF action down to and including the GS-5 level, even though it is more than three GS grades or equivalent below the GS-9.) For involuntary registrants, the retained grade, the grade of the current position and all intervening grades must be included. Registrants so affected will have their priority determined on the basis of cumulative grades downgraded.

d. Employees who are eligible for and take Discontinued Service Retirement, as result of RIF or declination of functional transfer and who are still interested in continued employment. Registration must be effected prior to the date of retirement.

e. Employees eligible for Optional Retirement, but who are also eligible for and elect to take Discontinued Service Retirement under the conditions cited above, provided they desire continued employment within DoD.

f. An otherwise eligible registrant who resigns but desires continued Federal employment. (Release date, element 45, should be one year from resignation date if a resignation occurs prior to scheduled separation).

g. For other eligibles, see Chapter 6 and the Appendices.

3. Registration Eligibility for Excepted Service Positions. Employees occupying excepted service positions who do not have personal competitive status may register in the PPP for excepted service positions. A qualifier must be included in element 42 or 43 of registration to show "Available for Excepted Service Position Only." Employees occupying positions in the Civilian Intelligence Personnel Management System (CIPMS) are not restricted to registering for Excepted Service positions only. However, a statement "Excepted Service-CIPMS" must be included in element 42 or 43.

4. Registration Ineligibility. The following categories of employees are not eligible to register or, if registered, must be removed from the Priority Placement Program:

a. Employees whose job performance is less than fully successful under the registering activity performance evaluation system or whose performance becomes less than fully successful after registration, regardless of the rating of record.

(Chap 3, Para A4a(1))

(1) An employee whose performance is in question at the registering activity is considered to be less than fully successful for registration purposes. The employee's performance becomes in question when the registering activity has knowledge that the employee's current or past performance directly and negatively impacts on his/her qualifications, eligibility or suitability for registration (i.e. a nexus can be established between the specific deficiency and registration eligibility as described in paragraphs B11 and B12 below).

(2) In cases of recent less than satisfactory performance, the employee will not be registered until satisfactory performance has been subsequently demonstrated for a reasonable period of time (normally 90 days).

b. Employees whose conduct is unacceptable.

(1) An employee's conduct is unacceptable when the registering activity has knowledge that the employee's current or past conduct has directly and negatively impacted his/her qualifications, eligibility or suitability for registration (i.e. determine that a nexus exists between the misconduct and registration eligibility).

(2) In cases of recent misconduct the employee will not be registered until acceptable conduct has been demonstrated for a reasonable period of time (based on the nature of the offense), or the employee's successful adjudication, or a favorable determination of finding in a directly related complaint has been made.

NOTE: Component, Regional and Zone Coordinators are available for assisting in questionable cases. Activities are encouraged to establish procedures for ensuring that an employee's performance and conduct are acceptable prior to registration. It may also be prudent in some cases to obtain information from investigative bodies, e.g. criminal investigative division, security police or the inspector general's office. Regardless of the procedure, decisions on performance or conduct ineligibility should be made with full information and with good judgment. Violations of these policies by a registering activity may necessitate corrective action, including, but not limited to, liability for all PCS costs to return the registrant to the former duty station and other related expenses.

c. Employees who have applied for disability retirement, until such retirement has been disapproved.

d. Employees who are eligible for and elect optional retirement. NOTE: Registrants who, after registration, elect any form of optional retirement; apply for disability retirement; or against whom an adverse action or official notice of less than

satisfactory performance is initiated, will be removed from the Program by the registering Civilian Personnel Office upon the initiation of such action.

e. Reemployed annuitants serving at the will of the appointing officer.

f. Nonappropriated fund employees.

g. Employees serving under time limited appointments, or overseas limited appointments either of indefinite duration or limited term. (Note: An otherwise eligible registrant who accepts a position of a time limited nature and who has not moved his or her household in connection with the time limited position retains Priority Placement Program eligibility).

h. Employees who accept part-time or temporary Federal employment outside the labor market area of the releasing activity and who elect to have the movement of household goods at the expense of the Federal Government.

i. Excepted appointees who do not have personal career/career-conditional status unless currently occupying an excepted service position and registering for other excepted service positions. Eligibility for CIPMS employees contained in para A3 above.

j. Employees who are eligible for registration for Attorney GS-905 positions only.

k. Employees who are temporarily physically incapacitated. Such employees must have their registration deferred until such time as they are available to perform duties at the full performance level, provided their period of eligibility has not expired.

l. Employees who are eligible for and take Discontinued Service Retirement, as a result of a Notice of Job Abolishment, lose their entitlement for registration. NOTE: Paragraph A2d above allows registration if the Discontinued Service Retirement is due to RIF or declination of transfer of function. The employee must be counseled as to the difference between paragraphs A2d and A4l.

5. Period of Registration (For Overseas Employees see Chapter 6 and for Retained Grade employees see Appendix B)

a. Employees scheduled for separation/furlough will remain in the PPP until they are placed, decline a valid offer, are otherwise deleted, or for 12 months after date of separation/furlough, whichever occurs first. They must be scheduled for separation because of:

(1) RIF.

Chg 1, 1 May 91
(Chap 3, Para B)

B. REGISTERING ACTIVITY PROCEDURES

1. Displaced employees will be accorded maximum placement opportunity.

2. An eligible employee is entitled to be registered upon receipt of a specific advance notice. Registration may take place prior to receipt of a specific advance notice, at the discretion of the activity head or designee, when such action is consistent with mission requirements. For early registrants, all of the following conditions must be met.

a. The employee will be adversely affected by RIF or declination of functional transfer.

b. The authorized priority can be determined (in the case of transfer of function, the employee must have declared in writing an intent to decline the transfer).

c. The timing does not conflict with any established or approved registration dates by a higher headquarters within the component, e.g., those contained in the approved reduction or realignment plan.

d. Registration is extended to all activity employees similarly affected.

3. PPP registration is mandatory during the notice period and for one year from separation for employees who have entitlement to severance pay. These actions usually stem from either failure to accept relocation out of the commuting area associated with a transfer of function or a RIF separation. Area of referral will include the registering activity and any other activities within the commuting area with positions that match the employee's qualifications. Registration will be for the full range of skills for which the employee is qualified (up to five), and will normally include the current skill. Such registrants are required to register down to and including two grade or pay levels below their current grade or level during the specific notice period and prior to separation, (e.g., a GS-9 registrant will be mandatorily registered for GS-9 through GS-7 positions; a WG-9 will be registered for WG-9 through WG-7 positions.) In accordance with the Office of Personnel Management regulations, (Federal Register/Vol. 55, No. 38) severance pay is denied if a person while still employed refuses a "reasonable" job offer which is defined as a job within the employee's commuting area, at the same tenure and work schedule and at no lower than two grade or pay levels below the employee's current grade or level. Only those employees serving in supervisory or managerial GM positions will be mandatorily registered for supervisory/managerial level positions respectively.

Chg 1, 1 May 91
(Chap 3, Para B3a)

* a. When a registrant agrees to be available for a sufficient number of activities outside his/her commuting area that use his/her skills and which will provide a reasonable opportunity for placement, the requirement to register two grade or pay levels below the current grade does not apply. Under these circumstances, the person becomes subject to the provisions affecting a voluntary registrant. However, if the registrant declines a valid offer which does not take away the severance pay entitlement, the involuntary registration provisions apply for the remainder of the registration period during which expansion beyond the commuting area is not authorized.

b. If it is determined that an activity does not employ the registrant's skills, involuntary registration should not include that activity. An employee will not be involuntarily registered if there are no activities within the employee's commuting area that utilize the employee's skills.

c. The separation date for involuntary registrations is the date the employee is to be separated from the activity rolls. The release date will be 12 months following the date the registrant is to be separated from activity rolls.

* d. Involuntary registrants may not expand the area of availability beyond the commuting area after the separation date without approval from the Zone Coordinator.

4. The civilian personnel office of the registering activity will determine which activities are considered to be within the employee's commuting area. Each determination will be made on an individual basis, based upon residence, availability and cost of public transportation, convenience and adequacy of highways, and travel time required to go to and from work.

5. If problems are encountered in determining commuting area for an employee being involuntarily registered, assistance can be obtained from Regional or Zone Coordinators.

* 6. Registration outside of the employee's commuting area is voluntary on the part of the employee; however, persons who are registered only for activities within the commuting area may not expand the area of availability to activities outside the commuting area after the separation date without approval from the Zone Coordinator. All employees should be counseled that all skills and grade levels will be referred to all activities for which registered, including activities which utilize the skills which are determined to be in the employee's commuting area. Civilian personnel offices may wish to include a statement in specific notice letters to advise employees of this requirement.

* 7. If a registrant who does not have severance pay entitlement declines any valid offer, whether outside or within the commuting area, he/she will be removed from PPP.

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(Chap 3, Para B8)

8. Employees who are to be demoted as the result of RIF or acceptance of a functional transfer may be registered in the PPP for consideration at other DoD activities in accordance with the priorities designated in paragraphs A6 and A7 above. The employee may be registered for the equivalent of three GS grade levels below current grade down to and including that grade which is immediately above the grade to which being assigned. Example: An employee who is scheduled for reduction from a GS-11 to GS-7 could be registered for Grades GS-8 through GS-11. If no offer is forthcoming within the employee's notice period, the employee is to be removed from the PPP at the time the assignment is effected to the GS-7 position. If the registrant declines to accept the demotion and is separated, he/she retains the same priority, as described in paragraph A6 and A7 above, but will be entitled to remain in the Program for one year following the date of separation, unless placed or otherwise deleted.

9. Eligible employees will be counseled on the PPP, their obligations under the Program, and provided with information on DoD activities within the area established by the civilian personnel office for initial registration.

a. Employees displaced by RIF within the United States and Puerto Rico will normally be registered for referral to a minimum number of activities, within the zone, nearest the individual's duty station, likely to provide an acceptable job opportunity. Registration for activities in an adjoining zone that are of equal distance from the employees duty station to the farthestmost activity selected in the zone may be included in the initial area of referral. Under these circumstances, neither initial registration outside the zone nor subsequent expansion of the area of referral will require zone coordinator approval. However, when the registrant's area of referral extends beyond 250 miles from the registrant's duty station and into a different zone then zone coordinator approval is required. Within an area of referral, the individual must normally be willing to register for all activities which utilize his/her skills. ("All activities" means all DoD activities, unless the registrant elects to restrict his/her registration to a single component, in which case it means all component activities within the area of referral). This is done by reviewing the skills index in DoD 1400.20-2-M to determine which activities have equivalent skills and registering the individual for these intervening activities. The intent of this provision is to avoid skipping over activities or states and registering for more distant activities. In identifying the area of referral, good judgment must be applied in satisfying the employees' ability to relocate and identifying activities likely to provide the maximum opportunities for job placement. *

b. The PCS costs to locations within this area of referral will be paid in accordance with the Joint Travel Regulations, Volume II when the registrant locates another DoD or other Federal position on his/her own initiative.

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c. Registration of eligible employees within the United States and Puerto Rico who decline functional transfer/RIF reassignment outside the commuting area at their current grade, will be limited to registration for referral to activities less distant from the releasing activity than the activity to which the functional transfer/RIF reassignment was offered. If there is adequate lead time, it may be desirable to limit registration of transfer of function/RIF reassignment declines to activities within the local commuting area if placement possibilities exist. Such registration should be for a short period of time (30 days) before expanding the area of referral to areas involving PCS moves.

d. The registering activity will be included in the area of referral for every displaced employee located in the commuting area of the servicing activity.

e. When an employee has a duty station in a different zone than the registering activity, the employee may be registered for referral as stated in paragraph B9a above.

10. The PPP provides the capability to effect registration of eligible employees at individual DoD activities, or all DoD activities within any broad area - state(s), region(s), or zone(s). There must be a civilian personnel office determination that such registration is necessary, and there must be reasonable assurance that the employee will, in fact, accept an offer at any DoD activity within the broad area.

11. Employees may be registered for up to five skills, but normally not more than three occupational series for which they fully meet the appropriate qualification standards and for the highest grade level which does not exceed their current permanent grade, or their retained grade, if appropriate.

12. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. This will normally go beyond X-118 qualification standards. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator. Minimum qualification standards used for RIF assignment are not to be used for qualification determinations in the PPP. As a general rule, a significant factor in the selection of skills for registering is recency of experience. This factor will be considered carefully in the skill registration process. In order to be "sufficiently well qualified," as reflected above, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Extensive training should not be required. Under no circumstance will a person be registered in the Program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements.

(Chap 3, Para B13)

13. An expeditious method of providing placement consideration for a voluntary registrant is to initially register that employee for the current position and grade, then later, add skills by file maintenance.

14. Registration in the Program can be effected for GS, WG and WL, (Grade 15 and below), WS (Grade 19 and below), and special Wage Grade pay systems, e.g., WD, WJ, WK, etc., with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and when registered for GS jobs, the statement "Available for GM Position" must be included in Element 42 or 43 on DD Form 1817 when the registrant is available for such positions.

15. Employees may not be registered at grade levels to which temporarily promoted.

16. Excepted employees eligible for registration (see Para A2 above) may be registered only for those positions no higher than the highest grade for which they may be reinstated in competitive service and not to exceed current grade. Excepted employees without personal competitive status to include CIPMS employees may register no higher than current grade. (For eligibility see A3 above.)

17. Employees scheduled for separation who are available for temporary positions of one year or less duration in their commuting area will be identified by entering "T" in Element (33), Displaced Employee Program, on the DD Form 1817, PPP registration.

18. Employees may not be registered for more than three acceptable GS grades, or the equivalent, below the level of the position held at the time of registration. The number of grade levels between GS and FWS positions or between special pay category Wage Grade positions and other FWS positions will be determined by formula in paragraph A7b above. General Schedule employees may be registered for those acceptable Wage Grade positions and grade levels for which fully qualified and the gaining activity will make the determination whether an offer constitutes a promotion based on their local wage schedule. Wage Grade employees should be registered only for GS positions and grade levels which have the same or lower representative rate and for which the employee's pay can be fixed at a rate which is the same as or lower than the rate paid in the WG position held at time of registration. Promotions will not be affected through the PPP, except in the unusual circumstances when pay setting policies require that the nature of action be called "promotion".

19. Employees available for GS supervisory positions will be identified by entering "Available for Supervisory Position" in the Special Qualifications spaces on the DD Form 1817, PPP Registration. This special statement is not required for WG supervisory positions since pay group WS (Wage Supervisor) identifies registrants qualified

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for Wage Grade supervisory positions. Employees with entitlement to severance pay upon separation, serving in supervisory positions at the beginning of the specific notice period, will be registered mandatorily for supervisory level positions.

20. Individuals being registered for GM or GS positions are to be registered under the following guidelines.

a. At the time of PPP registration, the statement "Available for GM" will be coded in the Special Qualifications spaces on DD Form 1817 when the employee is indeed available for GM positions.

b. Employees scheduled for RIF separation who have entitlement to severance pay must be registered in the PPP for one year from separation and for their current pay group and grade level. Involuntary registrants are required to register down to and including two grade levels below their current grade or level. Referral will be made to all activities in their commuting area that use their skills.

c. GM & GS employees who are supervisors at the time of RIF separation notice must be registered with the "Available for Supervisor" statement. The use of the statement "Available for GM" for GM employees is likewise required for mandatory registration during the specific notice period. The use of either of these statements after the separation date is optional with the employee.

d. GM employees will be identified under the GS pay group designator. Use of GS only for skills identification will allow for entry of up to five skills without duplication.

EXAMPLE: An eligible employee fully qualified for GM-343-14 and GS-343-14 will be registered as GS-343-14. Under this procedure, only one of the five available skills entry lines is used allowing for entry of up to four more series, grade, and option designators for each registrant.

21. Registration for Special skill identifiers. There are three broad skill identifier codes which may be used to effect maximum referral possibilities for employees qualified for and willing to accept any one of a wide range of positions and grades. Employees should be made aware of the broad category of positions covered. These identifiers are not to be used in lieu of registration for specific series, but may be used to afford maximum referral possibilities.

a. General and Administrative Support GS-300, Grades 1 through 4. Registration procedures for employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard (see Note below) at grades GS-1, 2, 3, or 4, are as follows: 1) GS-300 without an option code will be used for employees who are available for all series covered by the

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(Chap 3, Para B21a cont'd)

standard that do not require specific proficiency (i.e. typing, steno, etc). 2) GS-300 with an appropriate option code (i.e. typing-TYA, Stenography-STC, or Data Transcriber-DAT) will be used for employees who are available for all covered series with the same proficiency requirements or option codes (i.e. GS-300 TYA should be used for employees available for any occupational series covered by the standard which requires typing proficiency). Employees registered for GS-300 TYA will also be referred for GS-300 without options. 3) Employees who do not desire consideration for all series, but who want consideration for one or more specific covered series, must be registered for each individual series on separate skill lines (include option code as applicable). NOTE: Series GS-2091, Sales Store Clerical is not included under the GS-300 series for PPP purposes. * Therefore, individuals qualified and available for GS-2091 positions must register for the specific series.

b. General Wage Grade - WG-00000, Grades 1 through 4. Employees qualified and available for placement in any non-supervisory positions WG - 4 and below, excluding those requiring motor vehicle or sewing machine operation, may be registered for the WG-00000 series.

c. General Trades Helper - WG-01111, Grade 5. Those employees qualified as trades or crafts helper at the WG-5 level and who are available for any Trades Helper position, may be registered for the WG-01111 series in addition to specific occupational series. Registration in the WG-01111 series is limited to grade 5 only.

22. Employees (except those displaced employees who decline part-time positions under provisions of paragraph A2b above) will not be registered for any grade at or below that to which RIF or reemployment rights assignment is available.

23. Employees will not be registered for Attorney, GS-905 positions because of the special procedures required for appointing employees to these Excepted positions.

24. Employees who have completed training or development, or who are otherwise fully trained, will not be registered for referral into trainee level vacancies. For example, a journeyman will not be registered for referral back into apprenticeship positions, or a graduate of an Intern Program will not be registered for referral back into the trainee position. Employees may be registered at the same or lower grade level in other skills for which they fully qualify for continued training, and must be identified with option code TRA. Advanced trainees may be registered for permanent level positions at their current grade level or below for which they are fully qualified as a separate skill line entry without the TRA option.

25. All data required for registration in the PPP must be coded on DD Form 1817. The form is to be signed by the registrant and the registering civilian personnel official and promptly forwarded to DDSC for computer processing. When an employee is at a location remote

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from the registering activity causing a delay in obtaining a signature for registration, the employee's signature may be omitted, and a note to this effect entered on the registration.

26. Each registering activity will establish a 30-60 day time-phased plan for review of each registration, depending upon the potential period of registration. When a registrant fails to receive an offer within the period of time set, and it appears unlikely an offer will be received, the registrant will be counseled on the various possibilities of increasing placement opportunities.

a. Employees registered prior to receipt of a specific RIF separation notice must, upon receipt of such notice, have file maintenance submitted to involuntarily add the appropriate skills and activities considered to be within their commuting area, unless already contained in the Program resume.

b. Skills, lowest acceptable grade levels and areas of referral may be revised by the registering civilian personnel office, with the registrant's concurrence, to improve placement opportunities. For expansion of area of referral beyond coverage of Chapter 3, paragraph B9, Zone or Component Coordinator approval, as appropriate, must be obtained. When such authority is obtained, DD Form 1817, Registration, and DD Form 1819, File Maintenance, are to be annotated to advise DDSC that the expanded area of referral has been authorized by the Coordinator. Changes in areas of referral will be confined to the minimum areas necessary to assure placement.

c. Civilian Personnel Officials will obtain initials of employees on file maintenance forms when employees are available, otherwise they should assure the employees are aware of changes made.

27. The releasing activity will assure that the registrant meets all reasonable and realistic selective factors as well as knowledges, skills and abilities required for any position under consideration and, if fully qualified, immediately communicate the offer to the registrant. The registrant must advise the registering activity Civilian Personnel Office of the acceptance or declination not later than the day following receipt of the offer. The releasing activity must seek clarification of any tentative job offer received for which selective or special requirements are not clear or are inadequate for a good qualification determination.

28. The registering activity civilian personnel office will determine the validity of offers and report all declinations of a valid offer to DDSC. A valid offer is defined as an offer from a DoD activity for which the employee is registered, of a continuing position and grade level, which parallels or exceeds the working hours of the position of the registrant. In addition, if the registrant

(Chap 3, Para B28 cont'd)

indicated availability for a non DoD federal agency (entered a "Y" in element 24 of registration), a valid offer from a non-DoD federal agency is defined as one for which the employee is registered, of a continuing position and grade level, which meets the same conditions as those for which the employee is registering (including payment of travel and transportation expenses) and parallels or exceeds the working hours of the position of the registrant. If the registering activity determines that the position offered does not constitute a valid offer, no declination will be reported to DDSC and, consequently, the registrant will remain in the Program. Requisitioning activity should use Report Action 26, not code 15. The following are some examples of valid and invalid offers:

a. An offer, which in the opinion of the registering activity constitutes an unreasonable difference in working conditions, such as, excessive travel, hazardous work, exceptional physical requirements, or emergency essential positions are instances in which the registering activity may determine that an offer is not valid.

b. An offer at a location remote from the gaining activity will not be considered a valid offer when the registrant's area of referral was not intended to include the remote site.

c. An offer of a position identified as having return obligation is not a valid offer.

d. An offer of a position at an activity identified as a candidate for closure, major curtailment or relocation will be determined as valid or invalid, under guidance of paragraph J13, page 2-12.

e. An offer of a position in a function under study for possible contracting out will be made to the registrant. The registrant will be fully informed of the possible contracting out. The offer will be considered valid and the necessary report action will be submitted to DDSC. The offer will be considered not valid if declined when a PCS movement is required.

f. The offer of a position requiring mandatory purchase of hand tools requiring a substantial monetary investment by the registrant will not constitute a valid offer if such a purchase represents a requirement over and above that in the registrant's current position.

g. An offer of a temporary position of one year or less duration is not considered a valid offer and neither acceptance nor declination of the offer will delete the individual from the PTP. However, an employee will receive only one offer of temporary employment. If he/she declines, the "T" must be removed from element 33 by File Maintenance.

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h. An offer of a temporary or term position expected to last longer than one year is not considered a valid offer if declined by the registrant. If after being advised of its duration, the registrant accepts the offer, he/she will be deleted from the PPP as a valid placement.

i. An offer of a position with a single option code to an individual registered for a position in the same series with dual option codes, one of which matches the vacancy, will be considered a valid offer if declined by the registrant.

j. An offer of a position requiring execution of a mobility agreement will not be considered a valid offer if the employee is not currently serving under a mobility agreement and the declination is based on the employee's refusal to sign a mobility agreement.

k. An offer of an excepted position to a registrant who currently holds or last held an excepted appointment, will be considered a valid offer and declination will result in the employee being deleted from the Program. However, the employee who did not hold an excepted appointment at the time of registration will be advised of the excepted nature of the vacancy and if the offer is declined, it will not be considered a valid offer or reported to DDSC as such.

l. An offer of a supervisory level position will be considered a valid offer if the registrant is qualified and available for such a position, or if the offered position is a match for an employee registered on a mandatory basis as a supervisor during the specific notice period.

m. An offer of a full-time continuing position to a permanent part-time, seasonal, intermittent or on call employee is considered a valid offer and declination of the offer will serve to delete the individual from the Program unless the person has restricted availability to the same type of part-time, seasonal, intermittent, or on-call appointment held at the time registration eligibility was established. Such registration is limited to the commuting area.

n. An offer of a specific GS-200 Civilian Personnel Specialist position or GS-800 Professional Engineer position for which a registrant is referred because of availability for a GS-201 or 801 position with the matching option (as listed in Appendix D), is a valid offer.

o. An offer of a GS-1, 2, 3, or 4 position, which is classified in any series covered by X-118 Clerical and Administrative Support Standard, to an individual registered for the GS-300 series is a valid offer when the grade level and option codes, if any, of the position match those of the registrant. (GS-2091, Sales Store Clerical, is not included with the GS-300, for PPP purposes, and therefore is not a valid offer unless registered for the specific series.)

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(Chap 3, Para B28p)

p. An offer of any position, which has been identified as a testing designation position for random drug testing by the Head of a Component under the provisions of DoD Directive 1010.9, 23 August 1988, is a valid offer for PPP purposes and unless other factors dictate differently, the declination of such a position will serve to delete the registrant from the PPP.

29. An otherwise eligible employee may voluntarily accept temporary Federal employment which does not require movement of household, pending a permanent placement, and still continue registration in the Program.

30. Registrants who accept or decline a part-time, intermittent, seasonal or on call continuing position of which the number of hours of work are essentially the same as that of the position held at the time of registration eligibility will be deleted from the program. Registrants occupying full-time permanent positions when registered may decline offers of part-time, intermittent, seasonal or on call positions and remain in the Program. However, registrants occupying full-time permanent positions when registered and who accept offers of part-time, intermittent, seasonal, or on call positions will be deleted from the Program. These offers will only be made to registrants in the commuting area.

31. An offer of a position will not be made if such placement would constitute a promotion as defined in FPM Chapter 335.

32. The releasing activity will immediately notify DDSC of all placements, declinations or changes in employee's status (death, retirement, resignation, change in release date, etc.). Changes which make the registrant unavailable for placement will serve to remove the registrant from the Program.

33. All registrants will be counseled at the time of separation, of the requirement to keep the civilian personnel office advised of current address and telephone number where they can be reached to receive offers and to advise the civilian personnel office if, for any reason, they are not available for employment. Employees who fail to keep the registering civilian personnel office informed of their whereabouts will be removed from the Program. The registering activity will be responsible for maintaining employee registrations on a current basis by promptly submitting appropriate file maintenance to DDSC.

34. The registering activity will normally release employees within two weeks after positions are accepted, or in no case, later than 30 days, without mutual agreement between the releasing and gaining activities. The normal period for an employee to report from an overseas activity to CONUS is 45 days, maximum.

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j. The CPO may effect the change of an employee from part-time, intermittent, seasonal, or on call to a full-time schedule on the position of record.

k. The CPO may affect the conversion to Career-Conditional Appointment of Schedule B, PAC appointees within reach on the OPM register of eligibles or under any other OPM authorized procedure. The position in which the employee is converted must be of the type for which the person is being trained and located in an organization serviced by the CPO.

l. Grievance or EEO decisions through either negotiated or administrative procedures which may have the approval of the appropriate local authority and which may result in placement of a grievant or complainant and appellate decisions which mandate placement of a complainant may be accomplished as exceptions to the Stopper List.

m. The CPO may effect the promotion of an employee through competitive procedures when an incumbered position has been upgraded as a result of planned management action and the addition of another person to the organization in which the job is located would result in someone's being adversely affected by RIF.

n. Reassignments and changes to lower grade, within the component, made for formal development/training purposes, as provided by FPM Chapter 410, are excepted from the Stopper List. (This does not include entry level type positions as provided for in paragraph A13 above.)

o. A detail of 120 days or less may be excepted from Priority 1 and 2 restrictions, unless the position is a true vacancy. If it is a true vacancy, a detail can be effected only if the activity is simultaneously recruiting to fill the position on a continuing basis and the Stopper is cleared for the continuing position throughout the recruitment cycle.

p. A CPO may promote an employee whose position is upgraded without significant change in duties and responsibilities due to issuance of a new classification standard, or a position change permitted by reduction in force procedures, provided the same employee whose position is affected is placed in the new position. These actions must be consistent with FPM 335, 1-5b(1) and (2).

q. A Nonappropriated Fund (NAF) employee who is converted to appropriated fund status in the same job (i.e., "same desk" and work unit) may be converted without regard to PPP restrictions. This PPP exception does not apply when an employee is moved from a NAF job to a different appropriated fund job.

r. Persons who are returning from Bureau of Employee Compensation (BEC) rolls to a position at a grade no higher than that held at the time of BEC eligibility. *

(Chap 4, Para B2)

2. The Zone Coordinator or the Regional Coordinator, under delegated authority, may approve other promotions, reassignments, and changes that are in keeping with the spirit and intent of the PPP and which are not provided for elsewhere. Zone Coordinators will delineate the types of situations which may be submitted for consideration under this provision. When an exception is requested, a requisition is not to be submitted to DDSC unless the exception is denied.

C. STOPPER LIST

1. The Stopper List is a computerized product prepared by DDSC every two weeks and received by DoD Civilian Personnel Offices through the Bulletin Board System (BBS) or by mail. Those activities with BBS connectivity must retrieve the Stopper from BBS no later than close of business on the Monday following the Wednesday night in which the stopper cycle was processed. DDSC mails the hard copy of the Stopper the Thursday following the Wednesday night cycle. In either case, the Stopper list becomes effective upon receipt whether received by BBS or mail and remains in effect until a subsequent Stopper is received. The Stopper List reflects positions by Pay Group, Series, Title, Option Code(s), if any, Grade and Priority of personnel registered in the Priority Placement Program who have selected the activity serviced by the CPO. The first page contains the four digit activity code and address of the activity. The second and succeeding pages reflect skills of registrants. Each CPO will also receive a separate Stopper List for each serviced activity located outside the commuting area with approximately 50 full time continuing positions to which an activity code is assigned. The Stopper List is intended for use within the civilian personnel office and not normally for use outside the civilian personnel office. The Stopper List will be matched in accordance with instructions contained in this chapter. A Vacancy Requisition will be completed and the data submitted (by BBS, if connected, or by electronic secretary) to the Defense Data Support Center when a match occurs and when required by priority designation.

2. Additional registrants may be reflected on succeeding Stopper Lists as a result of file maintenance of registrant skills and/or area of referral and new registrants entering the Program. To assist activities in decreasing delays caused by unnecessary Vacancy Requisitions in those instances when only previously considered registrants are available, each Stopper List forwarded to an activity will reflect the total number of available registrants (including registrants whose skills or area of referral have been file maintained) and the number of new registrants entering the Program since issuance of the previous Stopper List. A later Stopper List need not be applied when resumes have been received and exhausted unless the subsequent Stopper List reflects the addition of new registrants on the second line for the skills since the preceding

(Chap 4, Para C2f)

f. The following is an example of a Stopper List for a Hawaii activity:

PAY GRP	SERIES	OPTION CODES	GRADE/NBR OF REGISTRANTS AVAILABLE
Personnel Management/Employee Rels/Staffing GS	201	EMC/STB	11/01*#
Electronics Mechanic WG	2604		10/01*
Pipefitter Supervisor WS	4204		12/01 01

Figure 4-2 STOPPER LIST FOR HAWAII ACTIVITY

In the example of a Stopper List for a Hawaii activity, the following skills, grades and priorities are affected:

(1) Personnel Management, GS-201-11, Employee Relations Option and Staffing Option, Priority 1 or 2 (as indicated by *) who is either currently employed in Hawaii, last resided in Hawaii or has return rights to Hawaii (as indicated by # Code). This registrant appeared on the previous Stopper List.

(2) Electronics Mechanic, WG-2604-10. This registrant is a Priority 1 or 2 and did appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

(3) Pipefitter Supervisor, WS-4204-12. This registrant is a Priority 3 and did not appear on the previous Stopper List. This registrant is not employed in Hawaii, did not last reside in Hawaii and does not have return rights to Hawaii.

D. PROCEDURES

1. When a Priority 1 or 2 entry appears on a Stopper List, the activity may not fill a matching position by competitive or noncompetitive action, except as provided herein. This restriction applies even when the activity is prohibited from increasing on-board strength. In such cases, the activity must either obtain authority from within the component to make an offer or refer the matter to the Zone Coordinator.

(Chap 4, Para D2)

2. Under no circumstances shall a position be changed as to series or grade, canceled or fill action be delayed for the purpose of avoiding making an offer to a PPP registrant. Changes, cancellations, or delays will be subject to investigation and corrective action by Zone and Regional Coordinators.

3. For positions at grades 1, 2, 3, or 4, with occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, the following procedures apply:

a. Any GS-300, without an option code, indicates a registrant available for any position covered by the standard which does not require specific proficiency. Examples: GS-350-4 Duplicating Equipment Operator, GS-503-4 Accounting Clerk and GS-1531-4 Statistical Clerk positions which do not require specific proficiency all match a GS-300-4 without an option code. However, you always requisition for the specific series and the computer matches the GS-300 series.

b. Any GS-300 with an option code (Typing-TYA, Stenography-STC, and Data Transcriber-DAT) indicates a registrant available for any covered position that has the same proficiency requirements or option code. NOTE: GS-322-4 Clerk typist, GS-318-4 Secretary (Typing), and GS-305-4 Mail and File Clerk (Typing), positions all match GS-300-4 (Typing). If either the specific series or GS-300 with appropriate options appear on the stopper, requisitions will be submitted for the specific series and the computer will automatically match both the specific series and the GS-300 series with appropriate option.

* c. The GS-2091, Sales Store Clerical, is not included under the GS-300 series, for PPP purposes; therefore, in matching the Stopper for GS-2091 positions, match only the specific series and do not match against the GS-300 series.

d. Additionally, individuals registered for skills with the typing option (TYA) will automatically be referred for the same position not requiring the typing option. This procedure is true only for positions involving the typing option.

4. For positions in the GS-2XX, Civilian Personnel Specialist and GS 260, Equal Employment Opportunity Specialist and the GS-8XX, Professional Engineer series, option codes are used to describe specific series. For example, STB (staffing) describes the GS-212 series, and CIB (civil) describes the GS-810 series. (See Appendix D for other option codes in these series). For any vacancies in the 2XX or 8XX specific series, the Stopper List must be reviewed for a matching skill (the specific series and/or the "generalist" series, i.e. GS-201 or GS-801, with a corresponding option code) and if a match occurs in either instance, a vacancy requisition must be submitted for the specific series only. The computer will automatically search for both and provide matching resumes, and offers will be made in priority order.

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(Chap 4, Para D4 cont'd)

Example: If a GS-212-12, Staffing Specialist position is vacant and there is no GS-212-12 match on the appropriate Stopper List but there is a GS-201-12 entry with the STB and CLA options, a requisition against the GS-212-12 position is required.

5. Any WG-00000, grade 1, 2, 3, or 4 skill appearing on the Stopper List indicates a registrant available for any WG-1 through 4 position not requiring the operation of a motor vehicle or sewing machine. Activities will match such WG-1, 2, 3 and 4 positions against the Stopper List simultaneously for the specific series and the WG-00000 entry at the appropriate grade. If either the WG-00000 or the specific series appears on the Stopper List, a requisition will be submitted for the specific series and the computer will refer automatically the registrants from both sources. Resumes for the specific series and the WG-00000 will, upon receipt, be merged in priority order and registrants made an offer in accordance with normal priority procedures. *

6. Any WG-01111-5 skill appearing on the Stopper List indicates a registrant available for any Trades Helper position. Activities will match Trades Helper, WG-5, positions against the Stopper List simultaneously for the specific series and the WG-01111 entry. If either the WG-01111 or the specific series appears on the Stopper List, a requisition will be submitted for the specific series and the computer will refer automatically the registrants from both sources. Resumes for the specific series and the WG-01111 will, upon receipt, be merged in priority order and registrants made an offer in accordance with normal priority procedures. *

7. When matching GM positions against the Stopper List, the series, grade, and option, if any, will be matched against those entries under the GS pay system. When a match occurs, a requisition must be submitted to DDSC and an offer made to those registrants whose resumes reflect availability for GM positions in the space for "Special Qualifications."

8. General Schedule supervisory positions will be matched against the Stopper List entries having the same grade, series, and option code(s), if any. When a match occurs, a requisition must be submitted to DDSC and an offer made to those registrants whose resume reflects availability for supervisory positions in the space for "Special Qualifications." However, offers for second and higher level supervisory positions are not required unless the registrant has previously successfully held a supervisory position. This does not prohibit the offering of such positions if the gaining activity wishes. Registrants scheduled for separation whose current position is supervisory, as identified in their current position title, must be made an offer during the specific notice period even though "Special Qualifications" may not reflect such availability.

9. Option codes will be matched as follows:

a. Positions with one option code will be matched against the Stopper List entries having that option code alone and those entries that have two option codes, one of which is the same as that of the position. For example, a position of Firefighter, GS-081-5, with a "Structural" option, will be matched against a Stopper List entry for GS-081-5 (STE Structural). If no match occurs, the vacancy will be matched to GS-081-05 entries reflecting the STE option in combination with any other option, such as STE-Structural and AIG-Airfield. A requisition is to be submitted when the single option skill matches any Stopper List entry of the same pay group, series, grade and option, if required by the Priority designations shown.

b. Positions with two option codes will be matched against the Stopper List entries having both option codes. A match occurs only when the two option codes in the Stopper List entry match precisely those of the position.

c. Positions with more than two option codes and positions with options other than those in Appendix D to this manual will be matched against stopper list entries having no option codes. When there is a series and grade match and resumes are referred, but there is an apparent mismatch of skills, the gaining CPO should contact the appropriate Zone Coordinator to determine whether an offer is required. If a skills mismatch is not apparent, or the Zone Coordinator directs, the gaining and registering CPOs will discuss the requirements of the position and the qualifications of the registrant(s) and determine whether an offer is required.

d. If your vacancy does not require typing but there is a registrant for the same series/grade on the Stopper List with the typing option, you have a match. (Example: An activity has a vacancy for a GS-204-04 position (not requiring the typing option) and the stopper contains a GS-204-04 (TYA) and/or GS-300-04 (TYA). This is a match and you should requisition for GS-204-04. The computer will automatically search/match those that are registered with the typing option. This procedure applies with positions involving the typing option only.

10. In order to assure uniformity of consideration for displaced employees within the commuting area, the PPP will be utilized. Manual referral procedures are not authorized. Activities may consider non-PPP registered persons only when authorized by other provisions of this manual or by special permission from the Zone Coordinator.

11. Non BBS using civilian personnel offices servicing positions at noncoded remote locations outside their commuting area which are not covered by their Stopper List will submit requisitions to DDSC in accordance with Chapter 10, paragraph B4. Requisitions under this procedure will be submitted immediately after the position becomes susceptible to the Stopper List and every 4 weeks thereafter until other appropriate action removes the position from consideration.

CHAPTER 5

PRIORITY PLACEMENT PROGRAM JOB OFFERS

A. MAKING JOB OFFERS

1. Offers to PPP registrants are to be made by a representative of the gaining activity Civilian Personnel Office to a representative of the releasing activity Civilian Personnel Office. No representative of the gaining activity will contact a registrant directly, unless the Zone Coordinator has approved such direct contact. Any selective or special requirement, including knowledges, skills and abilities needed to satisfactorily perform the duties of a position being offered will be clearly and thoroughly communicated to the releasing activity so that proper qualifications determinations may be made. In order to be considered sufficiently well qualified, the registrant should be able to satisfactorily perform the duties of typical positions in the skill for which registered with orientation only. Supervisors and other subject matter experts may be consulted by CPOs for guidance in order to resolve qualification issues.

2. The priority and information contained in resumes will be used to determine to whom an offer will be made first. Only in rare situations should additional information be required. Any additional information needed will be obtained by telephone from activities within CONUS and by electrical message from activities outside CONUS. Such additional information may be obtained through the use of a Standard Form 171 or similar document when the position to be filled is at the GS-12 or higher grade level. In addition, Official Personnel Folders may be obtained and reviewed for those registrants referred for GS/GM-14 and 15 positions.

3. As indicated in the preceding paragraph, offers to GS/GM-14 and 15 registrants may not be consummated as quickly as those for other grades. Accordingly, when placement consideration is underway at grades GS/GM-14 or 15 and a subsequent offer for a lower grade is received by the registering activity, the lower grade offer will be held in abeyance pending resolution of the GS/GM-14 or 15 offer. In such cases the appropriate Component Coordinator will be advised so that prompt action can be taken to preclude any undue delay in determining which offer is appropriate.

4. An offer is not to be made if such placement would result in a prohibited promotion.

5. In accordance with current regulatory requirements, an offer must be in writing when declination of such would result in loss of severance pay. *

(Chap 5, Para A5)

6. The gaining activity CPO will immediately contact the registering activity CPO by telephone (if necessary, by electrical message to activities outside CONUS) and make an offer consistent with priorities. CONUS activities making offers to overseas registrants will send an information copy of messages to the Overseas Regional Coordinator. Offers will be made to:

- a. Priority 1 registrants before Priority 2.
- b. Priority 2 registrants before Priority 3.

7. Basic priority levels shall be consistent across component lines. Within assigned priorities, components may determine the order of job offers after considering such factors as registrant qualifications, geographic area, owning component and costs.

8. Activities in CONUS making offers to registrants from overseas activities will include in the electrical message: (See page 5-6 for sample message)

a. The fund citation for miscellaneous expense allowances and temporary quarters subsistence expenses.

b. The gaining activity code.

c. The location of the position if remote from the activity.

d. Any special qualifications that must be met.

e. Any other information pertinent to the job, such as it being obligated, located at an activity under study for closure, or in the Excepted Service, etc.

f. Indicate a desired reporting date, in accordance with Chapter 3, paragraph B34 for the registrant to report for work.

9. Offers will be made until vacancies are filled, referred resumes are exhausted, or offers are not required by reason of the registrants' priorities. A referred resume that is a valid match against a position, remains in effect until a personnel action is completed for the position, even if the registration period for the registrant has expired.

10. When registrants are referred to an activity for more than one position at different grade levels, the offer will be made for the highest grade.

11. Offers to PPP registrants will not be unduly delayed or denied because the required personnel security investigation has not been completed. When such investigation is required, it will be completed

CHAPTER 6

PRIORITY PLACEMENT PROGRAM POLICY FOR OVERSEAS ACTIVITIES

A. GENERAL POLICY

1. Except as modified by this Chapter, the policies and procedures contained in this manual also apply to overseas employees.

2. Displaced and nondisplaced DoD overseas employees may be registered in the PPP for placement referral to other DoD activities. The conditions and special policies regarding the registration of both categories of employees follow.

3. Overseas employees evacuated or to be evacuated for military or other reasons which create imminent danger to life, may be registered for placement assistance under the PPP upon prior approval of the Office of the Assistant Secretary of Defense (Force Management and Personnel (OASD(FM&P))). The appropriate priority for such registration will be determined at the time the approval is granted.

B. DISPLACED OVERSEAS EMPLOYEES - Those employees who are scheduled for involuntary separation or demotion by RIF or who decline a functional transfer outside the commuting area.

1. Registration Eligibility. Displaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status or excepted Civilian Intelligence Personnel Management System (CIPMS) employees who are covered by the Personnel Interchange Agreement between DoD and OPM are eligible for registration, provided they are scheduled for involuntary separation or demotion by RIF or they decline functional transfer outside the commuting area. *

2. Registration (Duration and Condition)

a. Displaced overseas employees scheduled for separation will remain in the PPP until placed, declination of a valid offer, exercise of return rights, otherwise deleted, or for 12 months after date of separation, whichever occurs first.

b. An employee scheduled for demotion under RIF will remain in the Program until placed, declination of a valid offer, exercise of return rights, otherwise deleted, or the effective date of the position change, whichever occurs first. A registrant who is scheduled for demotion who declines the demotion and is separated, may continue in the Program (in the existing Priority) for 12 months after separation, unless otherwise deleted.

(Chap 6, Para B2c)

c. Displaced overseas employees without return rights at current or higher grade, who return to the United States after separation without a placement offer, will have overseas activities deleted from their area of referral by the registering activity. Their registration will be continued for up to 1 year following their separation dates for locations in the United States and Puerto Rico.

d. Displaced overseas employees remaining in the overseas area after separation will remain in the PPP for up to 1 year following separation. They must, however, be deleted from the Program for specific overseas activities when insufficient time within the 5 year limitation would remain to complete a full renewal tour.

e. Displaced overseas registrants, who exercise return rights, are to be deleted from the PPP with Registering Activity Report Action Code 11.

3. Assignment of Priorities

a. Displaced overseas employees will be assigned referral priorities in accordance with the severity of the proposed action. If such employees can still complete a tour, i.e. a specific renewal tour, they can be registered for intratheater referral or CONUS referral, but not both. If such employees cannot complete a tour, i.e. a specific renewal tour, they can only be registered for CONUS referral to activities within the zone from which they came or a zone closer to the overseas area.

b. Basis for Registration Eligibility

	<u>Priority</u>
(1) RIF Separatee without an offer of continued employment.	1
(2) Transfer of Function Declinee.	2
(3) PIF Demotee of two or more GS grades or equivalent.	2
(4) RIF Demotee less than two GS grades or equivalent.	3

NOTE 1. An overseas displaced employee who is demoted less than two GS grades as a result of RIF and declines the demotion, his/her priority will be converted, by the computer, to a priority 2 during the notice period.

NOTE 2. An overseas displaced employee may register for either referral to the United States and Puerto Rico or to Intra-theater, but not both.

(Chap 6, Para B5a(1)(a))

(a) Nearest DoD civilian personnel office of the same component in the vicinity of the returning employee's stateside home of record.

(b) The largest DoD activity nearest to or in the vicinity of the home of record, if a component activity is not in the vicinity.

(2) Just prior to employee's return, the overseas civilian personnel office will advise DDSC, via message, of the selected activity and proposed date servicing should take effect. At the same time, provide file maintenance to change home address to the stateside home of record. When the employee has returned to the United States, the overseas civilian personnel office will transfer the Official Personnel Folder to the selected servicing stateside activity.

(3) The overseas civilian personnel office will advise the selected stateside activity of the departure of the employee from the overseas area. The overseas activity will counsel registrants of their responsibility to contact the stateside activity upon arrival and verify the address and telephone number where they may be reached when a placement offer is tendered.

(4) The stateside activity will have the responsibility for submitting file maintenance to keep registration data current, relaying the placement offer to the registrant, and for submitting any appropriate report action.

b. When a transfer of function occurs at the employee's overseas location resulting in a physical move to another location in the United States or overseas, the employee must accept transfer of function or may exercise return rights or may register in the PPP. Registration is limited to activities located nearer to the overseas duty location, within the theater, than the activity to which the employee has transfer-of-function rights. If otherwise eligible for return-to-residence transportation, the employee may be provided such transportation instead of accepting the position offered under a functional transfer. The question of whether the employee has completed the required tour of duty does not apply.

c. Displaced employees overseas accepting placement offers at another overseas location must sign an agreement with the gaining activity to serve a minimum of one full renewal tour (Appendix H, page H-2). If, at the time of selection, the registrant is eligible for and desires renewal agreement travel, such travel will be granted by the releasing activity prior to the effective date of the placement.

d. Displaced employees who are being placed with another component overseas, e.g., Army to Air Force, will retain any return rights to which entitled.

C. NONDISPLACED OVERSEAS EMPLOYEES - Those employees who complete at least a one year tour overseas.

1. Eligibility

* a. Nondisplaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status or excepted Civilian Intelligence Personnel Management System (CIPMS) employees who are covered by the Personnel Interchange Agreement between DoD and OPM who are not serving under an obligation to return to the United States, or who are satisfactorily completing a tour of duty in a foreign area or a U. S. territory or possession, are registered at their option in the PPP. Eligibility and time of registration are determined on the basis of length of overseas tour including authorized extensions, proximity of the registrant's tour to the five year limitation and the period allowed for program consideration. Assuring timely registration is the responsibility of the registering activity. Employee must be available for registration within seven work days after notification that the tour is not being extended or be subject to separation if no return rights exist, or if return rights exist, administrative action to exercise return rights will commence and DoD/PPP registration eligibility will be forfeited. Under no circumstance will the time of registration be manipulated to allow personal job shopping at one or a few activities (such as Hawaii only) where the opportunity for placement is slight, nor to allow for a single activity registration that is calculated to coincide with an anticipated, specific vacancy. Registration guidelines are provided in paragraph 2 below.

b. Registration of nondisplaced employees with return rights to the same or higher grade requires prior approval of the Component Coordinator.

2. Registration (Condition and Duration)

a. Nondisplaced overseas employees completing a one-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than two months before the end of the tour.

(Chap 6, Para C2b)

b. Nondisplaced overseas employees completing one two-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than four months before the end of the tour. Employees completing a two-year renewal agreement travel extension, after completion of an initial two-year tour, may register six months prior to the end of the extension.

c. Nondisplaced overseas employees completing one three-year tour, but not within six months of the five-year limitation, at the employees' option, will be registered no earlier than six months before the end of the tour. Employees completing a two-year renewal agreement travel extension, after completion of an initial three-year tour, may register six months prior to the end of the extension.

d. Nondisplaced overseas DoD career/career-conditional employees and DoD Excepted Service employees with personal career/career-conditional status or CIPMS employees who are covered by the Personnel Interchange Agreement between DoD and OPM who are not serving under an obligation to return to the United States may be registered at any time under the guidelines of paragraph 4d below. *

e. Nondisplaced overseas employees with return rights to a lower grade are eligible to remain in the Program until placed, declination of a valid offer, renewal of their agreement, exercise of their return rights, or directed return, whichever occurs first.

f. Nondisplaced overseas employees without return rights, completing an overseas tour, are eligible to remain in the Program until placed, declination of a valid offer, renewal of their agreement, or directed return, whichever occurs first.

g. Nondisplaced overseas employees who are not serving under a return transportation agreement are eligible to register when completing one standard tour at their overseas location. Registration will be accomplished under the guidelines of C2a, b and c above. Earlier registration will not be permitted.

h. Nondisplaced overseas employees who cancel their registration prior to placement may not be re-registered without Component Coordinator approval.

i. Nondisplaced overseas registrants who exercise return rights are to be deleted from the PPP 30 days prior to the established date of their departure from the overseas area.

j. Nondisplaced employees must be deleted from the program if their overseas tours are extended.

(Chap 6. Para 10)

3. Assignment of Priorities

a. Nondisplaced overseas employees, regardless of return obligation or number of tours, will be registered as priority 2 for referral within component. Such registrants will be Priority 3 for referral to all other DoD components. (For eligible employees whose stateside position is abolished, see below.)

b. Basis for Registration Eligibility (Priority 2)

(1) Any eligible employee completing one or more overseas tours, except eligible family members and employees whose stateside position is abolished and their return would initiate a RIF (separation/demotion). (Priority two (2) for component only, employee will be referred as a priority three (3) to other components.)

(2) Employee completing one or more overseas tours whose stateside position is abolished and return would initiate RIF (separation/demotion). (Employee will be referred as a priority two (2) to all components.) An A will be entered in element (48) on DD Form 1817 if the stateside position has been abolished.

(3) Employee in Alaska and Hawaii serving under an employment agreement. (May be registered for component only.)

NOTE 1. An employee with return rights at present or higher grade requires Component Coordinator approval to register and referral is limited to own component.

NOTE 2. The separation date (element 44) and release date (element 45) will be left blank for all nondisplaced registrations (except for the Overseas Family Member Employee).

4. Authorized Area of Referral

a. Nondisplaced employees will normally be registered for referral to the minimum number of activities likely to provide a job opportunity within the zone from which recruited, last resided preceding overseas service, or within a Zone closer to the overseas activity but no further than the stateside location from which recruited or last resided unless approved by the Component Coordinator for component activities only. Component Coordinators may authorize an expanded area of referral in the United States and Puerto Rico.

(Chap 6, Para C4b)

b. A nondisplaced employee, whose home of record is Guam and who completes an overseas tour, is eligible for PPP registration to Guam and the CONUS Zone nearest to the present foreign area assignment location.

c. A nondisplaced employee whose home of record is in the United States, with transportation agreement to the United States and who went from Guam to another overseas tour, has registration eligibility to the United States only.

d. Nondisplaced overseas employees under no obligation to return to the United States may be registered in the Program for individual DoD activities or broader area, as required by component regulations, and are to be registered with no separation/release dates. However, such employees who decline a valid offer will be removed from the Program. They will be ineligible to reregister for a period of 12 months, unless subsequently adversely affected by RIF or transfer of function. A second declination will result in ineligibility for further registration, unless approved by the Zone Coordinator. Under no circumstance will these nondisplaced overseas employees be permitted to register in the Program if they are not available for placement.

e. Nondisplaced employees may not be registered for referral to foreign areas.

f. Nondisplaced employees serving under rotation agreement in Alaska or Hawaii may be registered for placement consideration in the CONUS, within component only. NOTE: Local hire nondisplaced residents of Hawaii, Alaska, Guam, Puerto Rico, and other U. S. territories are not eligible for registration.

g. Any nondisplaced overseas employee who has return rights at present or higher grade to a position which has not been abolished may be registered for placement consideration at activities within component only if the Component Coordinator determines that, because of unusual circumstances, an effort should be made to place the employee in a position other than the one to which return rights exist.

5. Special Policy Regarding Nondisplaced Overseas Employees

a. Unless otherwise covered in preceding paragraphs, nondisplaced overseas registrants are deleted from the Program at the time their employment terminates. Exceptions for continued stateside registration for compassionate reasons may be authorized by component coordinators for the registrants commuting area only. *

(Chap 6, Para C5b)

b. Nondisplaced overseas employees with return rights at lower than current grade may be registered in the Program (subject to the prohibition against registering for more than three grades below current grade) for grades down to but not including the grade to which return rights apply.

c. The registration of nondisplaced overseas employees serving under a 5-year limitation may be continued beyond 6 months after the 5-year limitation date, or authorized extension, but only if the registration is amended to include an expanded area, up to CONUS-wide, that is likely to provide placement opportunity. An employee unwilling to expand registration as determined by component policy, may be expected to exercise return rights, if applicable, or may be subject to separation.

d. A nondisplaced employee may not register in the PPP for 6 months following a permanent promotion, except when the promotion resulted from the application of new or revised position classification standards or the correction of a classification error. A current registrant who is promoted, other than on a temporary basis, will be deleted from the PPP.

e. Nondisplaced overseas employees completing one or more tours and the positions to which they have return rights are abolished and their return would initiate a RIF, resulting in a separation or demotion at the stateside activity where return rights exist, have the following options:

(1) Priority 2 registration across component lines at the current grade or the grade to which return rights exist, whichever is higher; or

(2) Exercise return rights.

NOTE: Registration under this provision is subject to the same time constraints set forth in paragraph C 2 a through c above and the limitation set forth in Chapter 3, paragraph B 8 to three GS grades or equivalent below the highest grade.

f. Eligible DoD nondisplaced employees of the DoD Dependents School System, Joint and Unified Commands, and International Organizations have the option of registering in the PPP as employees of the servicing component (Army, Navy or Air Force) or under component code D for other DoD activities, as indicated in Appendix C. Once the employee has exercised this option, he or she cannot later file maintain or, in effect, change the component designation.

(Chap 6, Para E6)

6. In Guam, vacancies will be filled by locally available qualified United States citizens without regard to Stopper List referrals, except when the following are also available:

- a. Displaced PPP registrants of activities in Guam, or
- b. Displaced PPP registrants in any theater whose home of record is Guam, or who last resided in Guam.
- c. Any nondisplaced overseas returnees whose home of record is Guam.

F. PAYMENT OF TRANSPORTATION EXPENSES FOR OVERSEAS REGISTRANTS

1. Payment of transportation and moving expenses of registrants placed in overseas areas will be in accordance with Chapter 1, Volume 2, of the Joint Travel Regulations.

2. When a registrant is placed within a Defense component, e.g., between Army activities, the releasing activity will pay necessary costs incident to the registrant's move.

3. When a registrant is placed in a different component within foreign areas, e.g., from an Army activity to a Navy activity, the gaining activity will pay necessary costs incident to the registrant's move. (Gaining activities must pay such costs because of the statutory limitation in 5 US Code, Chapter 57, Section 5724(e), relating to transfers between components.) In placements to non-foreign areas, the losing activities will pay necessary costs.

4. A displaced employee, not serving under a transportation agreement, who is placed through the PPP in a position within the overseas theater involving relocation is eligible for a transportation agreement, and thereby entitled to return travel to the United States, and transportation and other related allowances.

5. When reimbursement for temporary quarters and miscellaneous expenses cannot be authorized by the losing activity under the Joint Travel Regulations, such costs are to be borne by the gaining activity when an employee is placed with the gaining activity under the PPP from an overseas assignment. (Reference JTR, Volume II, Paragraph C1052.)

(Chap 6, Para G)

G. NONDISPLACED OVERSEAS FAMILY MEMBER EMPLOYEES

1. Eligibility. Nondisplaced employees in Alaska and Hawaii and outside the United States serving with career/career-conditional status, former employees with personal competitive status who were employed during their current overseas tour within ninety days prior to their return to the United States, and nondisplaced excepted employees with personal career/career-conditional status or nondisplaced excepted Civilian Intelligence Personnel Management System (CIPMS) employees who are covered by the Personnel Interchange Agreement between DoD and OPM, who are family members of DoD personnel or Panama Canal Commission personnel, may be registered for placement in the United States. Conditions under which registration is authorized are that the sponsor has received official notification that: he/she is receiving another active duty assignment in the U. S.; he/she is receiving another assignment to another overseas location where family members are not permitted; he/she is being involuntarily separated from his/her overseas post of duty through no fault of his/her own; he/she is retiring or being otherwise separated; he/she is being evacuated from the overseas area. Family members who become their own sponsor or subject to an overseas employment rotation agreement, who are eligible for PPP registration, may be registered in the PPP using the standard criteria.

NOTE: Family members of Panama Canal Commission personnel will be treated the same as family members of DoD personnel even though it would appear they have registration eligibility in their own right.

a. The overseas civilian personnel office will complete the DD Form 1817, Registration, using a United States activity as the selected servicing CPO. The activity will be selected using the following criteria:

(1) The A-coded CPO where the sponsor is reassigned.

(2) An A-coded activity, regardless of component, in the commuting area which is the spouses's primary choice of employment.

(3) The largest servicing DoD activity in the vicinity of the newly assigned location of sponsor, or home of record.

b. In the Special Qualifications spaces, enter the overseas activity code followed by "Overseas Family Member."

c. The high grade for any skill cannot exceed the registrant's current grade level.

(Chap 8, Para B5f)

f. TELEPHONE NUMBER AND EXTENSION - Elements (09) and (10)
- Enter the registrant's telephone number. Include Area Code and extension, if applicable. If overseas, start at first box after element number and continue right.

6. ITEM 4 - CURRENT OR LAST FEDERAL EMPLOYMENT - Elements (11) to (15)- Enter data applicable to current permanent or last permanent Federal employment.

a. COMPONENT CODE - Element (11) - Enter appropriate code from Appendix C of present or former Federal employer.

b. PAY GROUP - Element (12) - Enter pay group. If pay group of current or last employment consists of three or more characters, enter the first two characters in the spaces provided.

c. SERIES - Element (12) - Enter the series in the five spaces provided. If registrant's series consists of less than five characters, leave extra spaces blank.

d. GRADE - Element (12) - Enter grade. Two spaces are provided for the grade. Grades under 10 should be preceded by a zero (0), i.e., Grade GS-7 would be entered as 07.

e. POSITION TITLE - Element (13) - Beginning in the left hand space, enter as much of the registrant's job title and option, if any, as possible. Leave blank space between segments of title and option.

f. NATURE OF WORK - Element (14) - Code nature of work in which employed. Leave blank if registrant does not properly belong in one of these four groups.

NATURE OF WORK CODES

Code S - Staff - duties performed in support of a Headquarters, Administrative Office or Management function.

Code O - Operations - duties performed in the actual accomplishment of mission operations.

Code R - Research and Development - duties performed in study and investigation undertaken to establish facts or principles and use of gained information in development of a finished product or system.

Code T - Trainee - Management Intern or other similar formal training program.

g. SALARY - Element (15) - Enter the registrant's current or last annual salary. For hourly employees, compute annual salary by multiplying 2087 hours times hourly rate.

7. ITEM 5 - STATISTICAL INFORMATION - Elements (16) through (29)
(Elements (16) through (20) may be left blank, at registrant's option.)

a. DATE OF BIRTH - Element (16) - Birth date will be year, month and day coded in that order.

b. SEX - Element (17) - Enter M for Male or F for Female.

c. HEIGHT - Element (18) - Enter height in inches.

d. WEIGHT - Element (19) - Enter weight in pounds. Leave unused space blank for less than 100 pounds.

e. MARITAL STATUS - Element (20) - Enter M for Married if registrant is married or S for single if registrant has never been married, is divorced, or is a widow or widower.

f. PHYSICAL HANDICAP - Element (21) - Enter the applicable two-digit code listed in Appendix C.

g. EDUCATION - Element (22) - Enter one of the following codes to indicate schooling completed:

- 1 - Non-high school graduate
- 2 - High School graduate (or equivalent)
- 3 - Some college - no degree
- 4 - Junior College - 2 years
- 5 - College graduate

h. DEGREE - Element (23) - If a 5 is entered in Education, enter one of the following codes to indicate the degree held by the registrant:

- B - Bachelor's Degree
- M - Master's Degree
- D - Doctorate Degree

If a 4 is entered in Education, Element (22), degree may be blank or coded A for Associate Degree, if registrant has such degree.

If codes 1, 2, or 3 are entered in Education (Element 22), degree will be left blank.

* i. NON DOD FEDERAL AGENCY - Element (24) - Enter "Y" if available for non DoD federal agencies or "N" if not available. (See Ch 3, pg 3-16, para 28 for explanation of a valid offer.)

* j. EXCEPTED SERVICE - Element (25) - In first box show a "Y" if currently in an excepted service position or "N" if not. In second box indicate one of the following letters if a "Y" was shown in first box:

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(Chap 8, Para B7j cont'd)

- a - Excepted Service (eligible only for Excepted Service positions)
- b - Excepted Service - CIPMS
- c - Executive Order Eligible
- z - Other

k. SERVICE COMPUTATION DATE - Element (26) - This is the date used to determine the amount of creditable Federal Service for reduction-in-force purposes excluding any additional credit for performance ratings, whether an employee with career/career-conditional status or an excepted employee with personal career/career-conditional status. Date determined will be year, month, and day, and will be coded in that order. Enter last two digits of year, 01 through 12 for month, and 01 through 31 for day, as appropriate. Leave these spaces blank for OEP reinstatement applicants and E.O. 12362, as revised by E.O. 12585, eligibles.

l. SECURITY CLEARANCE - Element (27) - Enter one of the following codes which describes the Security Clearance granted by Department or Agency. Leave blank if none granted. Leave these spaces blank for OEP reinstatement applicants.

- V - Crypto
- T - Top Secret
- S - Secret
- C - Confidential

m. TENURE GROUP - Element (28) - Career, Career-conditional, and excepted employees will be coded with a tenure group and subgroup code to correspond with those outlined in FPM Chapter 351, Subchapter 3, as follows:

1A - Career Veteran (includes preference eligible having compensable service connected disability of 30% or more)

2A - Career-Conditional Veteran (includes preference eligible having compensable service connected disability of 30% or more)

3A - Excepted Veteran (includes preference eligible having compensable service connected disability of 30% or more)

1B - Career Non-Veteran

2B - Career-Conditional Non-Veteran

3B - Excepted Non-Veteran

Leave these spaces blank for OEP reinstatement eligibles and for excepted non-status employees registered in the Retained Grade Employee Program (R) and E.O. 12362, as revised by E.O. 12585, eligibles.

NOTE: If an individual who is a career or career-conditional employee at the time of initial registration in the OEP is later separated and becomes a reinstatement eligible and still meets the criteria for

(Chap 8, Para B7m cont'd)

registration in the OEP, the Service Computation Date, Security Clearance, and Tenure Group are to be deleted from the registrant's resume by submission of file maintenance in accordance with Chapter 9 and Federal Civilian Service data (Component, Element (56), Total Month's Service, Element (57) Year Separated, Element (58)), should be added.

8. ITEM 6 - SPECIAL AWARDS - Element (29) - Enter the appropriate code, Y for Yes or N for No, to indicate whether registrant has received any special awards during the past 10 years which are pertinent to qualifications for the position(s) for which the registrant is being registered.

9. ITEM 7 - DEMOTION WITHOUT PERSONAL CAUSE - Elements (30) and (31) (EMPLOYEES ENTITLED TO SPECIAL CONSIDERATION FOR REPROMOTION OR POSITION CHANGE DUE TO RECEIPT OF GRADE OR PAY RETENTION BENEFITS.) This item will be completed only when the registrant is entitled to special consideration for repromotion or position change because of receiving grade or pay retention benefits due to involuntary placement in a lower grade position for reasons such as reduction in force, correction of classification error, return from overseas, or declination of functional transfer.

a. PAY GROUP - Element (30) - Enter the first two characters of the pay group from which demoted.

b. SERIES - Element (30) - Enter series from which demoted beginning in first space at left in five spaces provided. If series contains less than five digits, leave extra spaces blank.

c. GRADE - Element (30) - Enter two digit grade from which downgraded (for example, GS-6 would be coded as 06).

d. COMPONENT - Element (30) - Enter the appropriate component code from Appendix C to reflect the agency in which the registrant was downgraded.

e. TITLE - Element (31) - Enter from left to right the position title and option, if any, held at the time of the downgrade. Leave blank space between segments of the title and option.

10. ITEM 8 - RESERVE TECHNICIAN - Element (32) - This item will be completed only when a DoD employee is registering in the PPP. Do not complete for registrations in the OEP.

Enter Code Y for Yes or Code N for No to indicate whether the registrant is tentatively eligible for and willing to actively participate as a Reserve Technician as a condition of employment.

(Chap 8, Para B11)

11. ITEM 9 - DISPLACED EMPLOYEE PROGRAM - Element (33) - Enter Code Y for Yes or Code N for No to indicate whether the registrant meets the requirement for placement assistance under the Office of Personnel Management Displaced Employee Program as defined in FPM Chapter 330, Subchapter 3. If a displaced employee scheduled for separation or an eligible family member is available for a temporary position of less than one year in duration in the commuting area, enter T rather than Y or N.

12. ITEM 10 - JOB EXPERIENCE - Elements (34) to (36) - Enter the time period, from year and month to year and month, (cannot be left blank nor can the word "present" be used) job title and nature of work code, or work experience obtained. (These codes are defined in Paragraph B6f of this Chapter.) This experience may be with the Federal Government or private industry and should be entered in chronological sequence with most recent experience listed first in Element (34).

13. ITEM 11 - SKILLS - Elements (37) to (41)

a. This item provides for registration for up to five skills in the PPP, or for up to three skills in the OEP. Procedures outlined in Paragraph g below will be used for PPP registrations and the procedures in Paragraph h below will be followed for OEP registrations. Paragraphs b through f below apply to either the PPP or OEP, as appropriate.

b. Registrants who are to be rated for Wage Grade skills will be rated under the Job Element procedures contained in OPM Handbook X-118C, Job Qualification System for Trades and Labor Occupations. Civilian personnel officials should consider the knowledges, skills, and abilities in determining the Wage Grade positions for which an employee is to be registered. Registrants who have basic eligibility for a Wage Grade position under the Job Element method should qualify for the same position at another installation. Requirements for like Wage Grade jobs throughout DoD should be similar. The prime consideration will be the registrant's ability to do the work, and eligibility for the position will be determined on that basis. General Schedule employees may be registered for those acceptable Wage Grade positions for which fully qualified and gaining activities will make determination whether the offer constitutes a promotion based on their local wage scale.

c. Registration in the Program can be effected for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and special Wage Grade pay systems, e.g., WD, WJ, WK, etc., with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and the statement "Available for GM Position" must be included in element 42 or 43 on DD Form 1817 when the registrant is available for such positions.

(Chap 8, Para B13d)

d. Registering civilian personnel officials have the responsibility to determine and register individuals for those series and grades (not to exceed the present grade) for which fully qualified. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator.

e. If the registrant has less than five skills, complete only those required and leave the remaining elements blank. If an employee has more than five skills, the five most likely to provide an opportunity of continued employment in the registrant's selected area(s) should be used.

f. A registrant who, at the time of registration in the PPP or the OEP occupies a position or has occupied a position within the past three years, for which a performance test is required will be considered as having met the performance test requirement if performance has been satisfactory. Other registrants, who have not occupied such positions or passed required performance tests within 36 months preceding registration, will not be registered for positions requiring a performance test until test requirements have been satisfactorily met. In accordance with X-118, proficiency requirements may be met for Clerk Typist, Clerk Stenographer, Data Transcriber and positions with parenthetical titles of (Typing), (Stenography), or (Data Transcription) by self certification of the registrant. However, it's important that activities use judgment, in that, individuals must have something in their background that supports the self certification.

g. PRIORITY PLACEMENT PROGRAM - Skills 1 through 5 provide spaces for registering an employee for up to five skills and grades (not to exceed the current grade) for which the registrant meets appropriate Civil Service qualification standards and which are acceptable to the registrant except as stated herein. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. Qualifications standards used for RIF assignment are not to be automatically used for qualification determinations in the PPP. As a rule, a significant factor in the selection of skills for registering is recency of experience. This factor will be considered carefully in the skill registration process. Under no circumstance will a person be registered in the Program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements. The following procedures should be followed in completing skills 1 through 5 for PPP registrations.

(1) Pay Group - Enter the appropriate pay group. (Use GS in lieu of GM)
EXAMPLES: GS (General Schedule), WG (Wage Grade), WL (Wage Leader), WS (Wage Supervisor), WM (Maritime), WN (Production Facilitating-Supervisory).

(Chap 8, Para B13g(2))

(2) Series - Enter the series in accordance with OPM Classification Standard Handbooks. Enter series from left to right beginning in the first space of five spaces provided. For series less than five digits, leave unused spaces blank.

(a) Employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades 1, 2, 3, or 4 are as follows: 1) GS-300 without an option will be used for employees who are available for all series covered by the standard (excluding GS-2091, Sales Store Clerical) that do not require specific proficiency (i.e., typing, steno, etc.) 2) GS-300 with an appropriate option code (i.e., typing - TYA, stenography - STC, or data transcriber - DAT) will be used for employees who are available for all covered series (excluding GS-2091) with the same proficiency requirements or option codes (i.e., GS-300 TYA should be used for employees available for any occupational series covered by the standard which requires typing proficiency). 3) Employees who do not desire consideration for all series, but who want consideration for one or more specific covered series, must be registered for each individual series on separate skill lines (include option codes as applicable). In addition, registrants who desire consideration as a GS-2091, Sales Store Clerical, must register for the skill separately since it is not included under the GS-300 for PPP purposes. *

(b) Registrants, who qualify for non-supervisory Wage Grade positions and wish to be considered for all Wage Grade series that do not require motor vehicle or sewing machine operation may be registered for WG-00000 grades 1 through 4 (not to exceed current grade). Such employees may also be registered for specific series for which qualified at grade levels not to exceed current grade.

(c) Registrants who are qualified for a Trades and Crafts Helper position, WG-5 level, and wish to be considered for all Trades Helper positions WG-5 may be registered for WG-01111. (This does NOT include Warehouse Worker, Motor Vehicle Operator, or Forklift Operator positions. You must register for these using the specific series). Registration in the WG-01111 is limited to the WG-5 level. Such employees may also be registered for specific series for which qualified but in any case not to exceed current grade. *

(3) Option Codes - Enter the appropriate three character option code(s) from Appendix D. Only those option codes appearing in Appendix D may be used for PPP registration. Option Codes are to be used only with the General Schedule series under which they are listed, with the exception of TRA, Trainee Option, which may also be used with Wage Grade series.

(Chap 8, Para B13g(3)(a))

(a) Specific option codes for specific series are listed in Appendix D. They identify special skill requirements for positions for which registrants are permitted to register, provided they qualify. The option codes are purposely limited to those series for which the components indicated a need for further description. If only one option code is necessary to describe the registrant's qualifications, enter it in the first three spaces provided. A combination of two options may be used with appropriate skills, as long as the registrant qualifies for both. If no option code is necessary to describe the registrant's qualifications or if the registrant is a generalist in the series, leave these six spaces blank. Options authorized for use with engineering series are not to be used with an engineering series which has the same definition. Example: Do not use ELD, Electronics option, with Electronics Engineer Series GS-855.

(b) The option of Trainee, Option Code TRA, in Appendix D, may be coded with any General Schedule or Wage Grade series. Its purpose is to identify skills of registrants who are currently in formal training programs (such as, apprentice, worker-trainee, management intern, etc.).

(c) The options of Typing, Option Code TYA, Stenography, Option Code STC, and Data Transcribing, Option Code DAT, may be used with any appropriate General Schedule Series. They are not appropriate for use with every series. For example: The Option of Typing, Option Code TYA, would not be used with a GS-201-13, Civilian Personnel Officer position. The GS-318 Secretary series must be coded with either the STC-Stenography Option or TYA-Typing Option.

(d) Individuals showing Typing (TYA) option after any appropriate series will automatically be considered for that position not requiring typing. (Example: If an activity has a GS-303-4 vacancy, individuals registered for GS-303-4 TYA will be referred.)

(e) The GS-201, Personnel Management, and the GS-801, General Engineering series, normally have two options or no options with the following exceptions:

1 The "CPO", Civilian Personnel Officer, and the "PSM", Personnel Systems Manager, may be used as a single option with the GS 201 series. The "CPO" option code will never be used in combination with other options in the GS 201 series, whereas the "PSM" option code may be used in conjunction with another code.

2 A single commodity option code may be used with the GS 801 series. Commodity options are as follows: CHD, CST, INC, MIB, ORB, SHB, and WAB.

(C)

	PAY GROUP	SERIES	OPTION CODES	HIGH GR	LOW GR	EXP	HIGH GR HELD
SKILL 1 (37)	G S	1 1 5 2		1 2	0 9	1 3	1 1

Figure 8-4. Sample skill 1, Overseas Employment Program

This same registrant has had 4 years and 4 months specialized experience as a Production Controller specializing in Aircraft at the GS-09 level, is willing to accept a GS-09 for this skill, and is willing to accept employment in the Philippines. Skill 2 would be coded as:

	PAY GROUP	SERIES	OPTION CODES	HIGH GR	LOW GR	EXP	HIGH GR HELD
SKILL 2 (38)	G S	1 1 5 2	A T R	0 9	0 9	0 4	0 9

Figure 8-5. Sample skills, Overseas Employment Program.

14. SPECIAL QUALIFICATIONS - Elements (42) and (43) - Enter special qualifications - licenses, training, ratings, certificates, etc. - that are related to positions for which employee is registering. This element may also be used to enter the special language skills of registrants in the OEP. Enter one letter in each box and leave one space between each word and abbreviate, if necessary. Enter in one of these elements the activity code of the overseas registering activity when completing a registration form for an overseas family member and after the activity code enter "Overseas Family Member," or EO 12362 eligible, as appropriate. For Spouse Preference Eligibles you must document eligibility (i.e., "Current Employee," "Reinstatement Eligible," or "EO 12362 Eligible" and losing activity code). If an employee is available for General Schedule supervisory position, enter "Available for Supervisory Position." If an employee is available for GM positions, enter "Available for GM positions." If currently occupying an excepted service position, enter "Available for Excepted Service Positions Only." If current CIPMS employee covered by the Personnel Interchange Agreement, show "Excepted Service - CIPMS." Only data contained within the boxes will be included.

C. SECTION B (COMPLETE FOR PRIORITY PLACEMENT PROGRAM REGISTRANTS ONLY).

This section will be completed for registrants in all Programs, except the OEP. If this Section is coded for applicants in the OEP, the registration data will be rejected by the computer.

1. ITEM 1 - SEPARATION DATE OR EFFECTIVE DATE OF CHANGE TO LOWER GRADE - Element (44)

a. Displaced Employees.

(1) Program A - For both voluntary and involuntary registrants enter the date the registrant is to be separated from activity rolls as result of RIF, base closure, failure to accompany transfer of function, or effective date of change to lower grade/part-time position, or effective date of furlough for six months or longer. Employees must be registered prior to the effective date of separation or change to lower grade or part-time position.

(2) Program R - See Appendix B

(3) Program C - See Appendix F

(4) Program D - See Appendix J

b. Nondisplaced Overseas Employees.

(1) For nondisplaced employees returning to CONUS after completion of one or more tours, the date must be left blank.

(2) For nondisplaced employees who are family members of DoD personnel, enter the date LWOP begins.

(3) For nondisplaced employees, or former employees who meet the appointment eligibility of EO 12362, as amended, who are family members of DoD personnel, enter the family member's date of registration.

c. Special Programs

(1) Panama Canal Commission - See Appendix E.

(2) National Guard Technician - See Appendix G.

(3) Department of the Army Family Member Priority Placement Program - See Appendix A.

(4) Military Spouse Preference Program - See Appendix I

(5) National Guard Technician Employment Program - See Appendix K.

ADDRESS: COMMANDER 63 MSSQ/MSCS-3 Norton AFB CA 92409-5965		DOCUMENT IDENTIFIER P 8 A	
REGISTERING ACTIVITY AUTOVON NUMBER: 876-6547 EXT: _____ AREA CODE - COMMERCIAL NUMBER: 714-382-6547 EXT: _____		SOCIAL SECURITY NUMBER (01) 1 1 1 - 2 2 - 3 3 3 3	
ITEM 1 - PROGRAM - enter code to indicate applicable Program registration - see Part II, Chapter I, DoDM 1400.20-1 (02) A			
ITEM 2 - REGISTERING ACTIVITY CODE - enter applicable code from DoDM 1400.20-2 (03) 8 7 5 A			
ITEM 3 - IDENTIFICATION DATA - complete in accordance with Part II, Chapter I, DoDM 1400.20-1 (address and phone listed should be where the registrant may be contacted for employment consideration)			
NAME - last, first, MI (04) W I L S O N M A R Y			
STREET ADDRESS (03) 5 0 1 M A I N S T			
CITY (06) S A N B E R N A D I N O			
STATE (country code for overseas employees) (07) C A			
ZIP CODE (APO/FPO number for overseas employees) (08) 9 0 0 1 0			
TELEPHONE NUMBER (09) 7 0 3 8 8 9 2 1 0 0 EXT (10) 			
ITEM 4 - CURRENT OR LAST FEDERAL EMPLOYMENT - see Part II, Chapter I, DoDM 1400.20-1			
COMPONENT (11) F			
PAY GROUP, SERIES, GRADE (12) G S 2 0 1 0 1 2			
POSITION TITLE (13) S U P E R V I S O R Y I N V E N T O R Y M A N A G E M E N T S P L			
NATURE OF WORK - identify nature of work in which employed (14) 0			
SALARY - per annum (15) 3 7 0 1 9			
ITEM 5 - STATISTICAL INFORMATION - see Part II, Chapter I, DoDM 1400.20-1			
DATE OF BIRTH - enter year, month, day (16) YR 5 5 MO 0 1 DA 1 9			
SEX - enter M for Male, F for Female (17) F			
HEIGHT - enter height in inches (18) 6 6			
WEIGHT - enter weight in pounds (19) 1 3 0			
MARITAL STATUS - enter M for Married and S for Single (20) M			
PHYSICAL HANDICAP (21) 0 5			
EDUCATION (22) 5			
DEGREE (23) B			
NON DoD FEDERAL AGENCY EXCEPTED SERVICE (24) Y			
SERVICE COMPUTATION DATE - enter year, month, day (25) YR 7 5 MO 0 7 DA 2 4			
SECURITY CLEARANCE (26) T			
TENURE GROUP (27) 1 B			

DD FORM 1817
1 JUL 71

REPLACES DD FORM 1817, 1 JUL 67 AND DD FORM 1817-1, 1 JUL 67 WHICH SHOULD BE DESTROYED.

Figure 8-19, Sample Registration Form

Figure 8-19 (continued)

(5) Referral Code Q - Activities having a vacant temporary position of "NTE 1 year" duration should use a "Q" and will receive all registrants who indicated availability for temporary (a "T" in element 33) AND Priority 3 Military Spousal Preference (S Program) registrants. This type of requisition is necessary only for those vacancies that are "NTE 1 year" since this would be a valid offer for a spouse.

(1) EXAMPLE: Referral of Priorities 1 through 3 is required. The following requisition, Control Number 607, is being submitted by Rickenbacker Air Force Base, Ohio, Activity 547A, for an Auditor, GS-511-09, for one vacancy located at that installation.

DO FORM 1018
1 JUL 71

REPLACES DD FORM 100-11 JAN 68 AND DD FORM 100-11 FEB 68 WHICH SHOULD BE DESTROYED.

• U.S. CUSTOMER SERVICE OFFICE: 1-800-599-101/1436

10-7

DoD 1400.20-1-M

(Chap 10, Para B4h(2))

(2) EXAMPLE: Referral of Priorities 1 and 2 is requested. This requisition is being submitted for Fort McPherson, GA, Activity Code 311A, Control Number 7211, for Program Analyst, GS-343-11, for one vacancy located at that installation.

DoD PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT VACANCY REQUISITION											
COMPLETE IN ACCORDANCE WITH PART II, CHAPTER 4, DoDM 1400.20-1:											
DOCUMENT IDENTIFIER										P I D	
CONTROL NUMBER (do not duplicate on any other Vacancy Requisition)										7 2 1 1	
REQUISITIONING ACTIVITY CODE										3 1 1 A	
NUMBER OF VACANCIES										0 1	
PAY GROUP, SERIES AND GRADE										PGP SERIES GR G S 3 4 3 1 1	
OPTION CODE(S)											
DOD CODED ACTIVITY (Priority Placement Program Only) enter the code of the activity at which the remote vacancy is located											
STATE (Priority Placement Program Only) enter state code if the location of the vacancy is not assigned an activity code											
COMPLETE THE FOLLOWING ITEMS FOR OVERSEAS EMPLOYMENT PROGRAM REQUISITIONS ONLY:											
REFERRAL CODE										P	
Enter "1" if initial referral only Enter "2" if continuous referral is desired until at least 10 resumes have been referred or for 90 days, whichever is sooner Enter "X" to cancel referral code 2											
Enter Country Code, Component, Salary Differential and Annual Salary										CTRY P SAL DIFF ANNUAL SALARY [] [] [] [] [] [] [] [] [] []	

DD FORM 1418
1 JUL 77

REPLACES DD FORM 1400 11 JAN 60 AND DD FORM 1440 11 FEB 60 WHICH SHOULD BE DESTROYED.

U.S. GOVERNMENT PRINTING OFFICE: 1967-309-103/1436

Figure 10-6, Sample vacancy requisition, priorities 1 and 2 only.

APPENDIX B**DOD PLACEMENT PLAN FOR EMPLOYEES UNDER GRADE RETENTION****(Program R)****A. PURPOSE**

1. This appendix prescribes policies and procedures pertaining to the PPP registration and placement of DoD employees with entitlement to grade retention under 5 US Code, Chapter 53, Section 5362. A special subprogram, PPP Program "R", has been established to accomplish such registration and placement.

2. In accordance with the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) Memorandum, dated 2 Nov 90, Subject: Grade and Pay Retention, the following clarification/amendment is made to the 13 Feb 87 memo, same subject, paragraph a (1) to ensure that grade retention will be offered:

(1) When an employee receives a reduction in force notice proposing change to lower grade or separation and accepts a lower graded position at the same or another DoD activity. If the position accepted is not a grade lower than one which has been offered by his or her activity, grade retention will be granted. If the position accepted is at a lower grade than one which has been offered by the activity, grade retention may be granted, provided management determines that placement in the position is in the Government's interest.

3. Program "R" is the means by which employees with grade retention will be afforded priority referral for vacancies for which qualified in activities serviced by their "A" coded civilian personnel office, unless the employing DoD component has a separate component-wide plan which affords equal or greater placement opportunity for such vacancies. Program "R" is also the means by which employees may elect to obtain priority referral for commuting-area vacancies for which qualified in activities other than those serviced by their "A" coded civilian personnel office. Policies and procedures governing referrals within and outside the "A" coded activity are outlined in paragraph C5 below.

4. All DoD policies and procedures applicable to the PPP set forth in this manual, except as modified herein, are to be applied.

B. AUTHORITY

1. 5 United States Code 5361-5366
2. 5 Code of Federal Regulation Part 536
3. FPM 536, Grade and Pay Retention

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C. PLACEMENT PLAN

1. Pre-Registration Referrals. Employees with entitlement to grade retention under 5 US Code, Chapter 53, Section 5362 will, along with other employees scheduled for RIF separation or downgrade, be afforded placement assistance at the employing activity in current vacancies for which qualified in their present grades consistent with the provisions of Chapter 4 of this manual. Also in Chapter 4 is a Decision Table which shows the relationship between temporary employment and retained grade and pay entitlement.

2. Registration in Program "A".

a. Employees in receipt of RIF notices offering changes to lower grade with entitlement to grade retention are eligible to be registered only in Program "A" under the provisions of this manual during the specific notice period. They may be registered for the current grade and for as many as three grades below the current grade, down to but not including the RIF demotion grade, for referral to vacancies within and outside the employee's commuting area.

b. RIF demotees who elect to be registered in Program "A" during the specific notice period will be automatically deleted from the program by computer action based upon the release date entered in DD Form 1817, Element (45). At that time, the servicing activity will register an employee entitled to retained grade in Program "R" by submitting a new DD Form 1817 to DDSC, coded in accordance with paragraphs 3, 4, 5, and 7 below.

3. Mandatory Registration Into PPP Program "R".

a. Program Code "R" will be used for mandatory registration of employees under grade retention, in conformance with 5 US Code, Chapter 53, Section 5362, who cannot be placed under provisions of paragraph B1 and 2 above. Employees serving under grade retention will be mandatorily registered in Program "R" for the area of availability indicated in paragraph 5a(1) below at the time they enter the 2-year period of retained grade status. They will be registered only at their retained grade for all skills (up to five) within their pay group for which they are fully qualified.

b. Employees who elect to initiate formal appeals of their downgrade actions will not be required to register in Program "R" while the appeal is pending. However, such employees may be registered at their option. If such an employee is placed under Program "R", the placement action will be considered final regardless of the outcome of the appeal. Should such a registrant decline a valid and reasonable offer while the appeal is still pending, he or she will be released from Program "R". By such a declination, eligibility for grade retention ceases.

4. Restricted Registration of Retained Grade Employees Placed at Other DoD Activities. Employees under retained grade, who are placed through Program "A" during the RIF notice period, at a DoD activity in a different commuting area involving a permanent change of station move, will be registered in Program "R" only for organizations of the gaining activity (i.e., serviced by the "A" coded CPO) which are located in the commuting area of the employee's new assignment. This restriction will apply for 1 year following transfer or reassignment. Following the expiration of the 1-year period, registration may, at the employee's option and with Zone Coordinator approval, be expanded up to and including all DoD activities in the commuting area for the remainder of the 2-year grade retention period. Such expansion will be consistent with the standards under paragraph 5 below.

5. Area of Availability ("R" Program).

a. Initial registration will be restricted to the organizations serviced by the A-coded civilian personnel office within the commuting area for ninety days and may be expanded to all component activities in the commuting area after the ninety day period. *

b. Zone Coordinators may authorize initial or expanded DoD-wide registration in the commuting area;

(1) When an eligible employee is qualified only for skills and grades which are poorly represented at his or her own A-coded activity;

(2) When a registrant has not received an offer after a minimum registration period of six months; or

(3) Following expiration of the one year period during which full program registration is precluded under Paragraph C4 above.

c. When it is anticipated that placement cannot be made in the commuting area, the employing DoD Component Coordinator may authorize registration within that component for locations which would require a permanent-change-of-station move. If registration is desired for activities in other components outside the commuting area, this must be approved by the appropriate Zone Coordinator. In either case the employee must concur with registering outside the commuting area. If a registrant declines a valid offer outside the commuting area, he/she may not subsequently be referred beyond the commuting area. When this occurs, file maintenance documentation will be submitted to DDSC to change the registrant's area of referral. Registrants placed at activities outside their commuting area will have their PCS costs paid by the losing activity. NOTE: An out of area job offer is not a reasonable offer under 5CFR, 536, Section 536.209; thus, a declination does not terminate grade retention.

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6. Declination of Offer. If an employee eligible for retained grade declines placement in a lower-graded position offered through Program "A", the employee will be deleted from Program "A". Such employee will be registered mandatorily in Program "R" for the retained grade at the time the 2-year period of retained grade status begins. When a match requiring an offer occurs with an "R" registered employee who is fully qualified for the vacancy, the registrant will be offered the position in writing and provided with a written position description. (See 5 CFR, 536, Subpart B, Section 536.206). The offer must inform the individual that any entitlement to grade retention will be terminated if that offer is declined. If the registrant refuses the offer, entitlement to further PPP referral terminates. As provided in 5 CFR, 536, Subpart B, Section 536.208, grade retention will be terminated at the end of the pay period in which the employee declines a reasonable offer. Immediately upon declination of an offer, a report action must be submitted to DDSC to delete the registrant from the program.

7. Registering Activity Procedures.

a. CPOs will register eligible employees in Program "R" in accordance with this manual, with the following modifications:

(1) Element (02) on the Registration Form, DD Form 1817, will be coded "R".

(2) Elements (12) and (13) will be coded to reflect the position held immediately prior to entrance into the 2-year period of retained grade status.

(3) Elements (37) through (41), Skills. Pay group and high and low grades will be coded as follows:

(a) Pay Group is restricted to the pay group of the retained grade, e.g., GS to GS; WG to WG; WL to WL; WM to WM; WD to WD, etc. Exception: Employees downgraded from a special wage category which thereafter no longer exists may be registered in other pay systems for skills for which they are fully qualified.

(b) The high grade and low grade will be the retained grade. Registrants being registered in other pay groups who are not qualified for the equivalent grade may be registered for the highest intervening grade for which technically qualified.

(4) Element (42) or (43), Special Qualifications. For employees who held a supervisory position at the time of the change to lower grade, enter "Available for Supervisory Position."

(5) Element (44), Separation/Change to Lower Grade Date, will be coded with the effective date of the employee's retained grade entitlement (i.e., the date the employee enters the 2-year period of retained grade status).

(6) Element (45), Release Date, will be coded with the date on which retained grade entitlement terminates.

(PROGRAM A)

REGISTRATION TIMEFRAME:

- Timeframe for registrants with Civil Service status expires one year from date leave Without Pay (LWOP) begins.
- Executive Order 12362, as amended, eligibility expires one year from date of registration.

(PROGRAM F)

REGISTRATION TIMEFRAME:

- Entitled to a maximum of one year registration; however, family member must register within seven working days of arrival at new duty station.

(PROGRAM S)

REGISTRATION TIMEFRAME:

- Registration continues without time restriction; however:
 - 1) Can occur no earlier than 30 days before sponsor's reporting date to new location.
 - 2) Eligible family members with less than six months' time remaining in area may be nonselected for permanent continuing positions.

REGISTRATION PROCEDURES:

The Overseas Civilian Personnel Office will complete the DD Form 1817 using a U.S. activity as the selected servicing CPO. This activity will be selected using the following criteria:

- 1) The A-coded CPO where the sponsor is reassigned; or
- 2) An A-coded activity regardless of component, in the commuting area which is the spouse's primary choice of employment.

*

REGISTRATION PROCEDURES:

The losing DA activity will:

- 1) Confirm registration eligibility upon receipt of a copy of the sponsor's PCS orders;
- 2) Select the servicing activity which will be:
 - a. The servicing DA activity where sponsor is assigned.
 - b. The nearest DA activity in the commuting area of the new duty station.
 - c. The DoD activity which services the DA activity to which the sponsor is assigned.
 - d. The DA activity in the commuting area when:
 - (1) Family member remains in the U.S. and chooses to relocate while sponsor

REGISTRATION PROCEDURES:

- Registration of an eligible military spouse may be effected in full at the losing A-coded activity or after arrival at an A-coded activity in the gaining area, at spouse's choice;
- Spouses electing registration at the losing activity may register no earlier than 30 days prior to the sponsor's reporting date to new location. Those who are not placed prior to departure must be counseled to report to the A-coded activity upon arrival at the new duty station;
- The gaining activity should be the A-coded CPO where the sponsor is being assigned or an A-coded activity, regardless of component, in the commuting area which is the spouse's primary choice of employment.

(PROGRAM A)

Registration Procedures (contd.)

The family member must be counseled to present DD Form 1817 to selected stateside CPO along with a completed SF 75 (or equivalent) and documentation required under E.O. 12362, if appropriate.

(PROGRAM F)

Registration Procedures (contd.)

- PCS's overseas.
(2) Sponsor retirees.
(3) Family member accompanies sponsor on a temporary assignment.

The family member must be counseled on his/her responsibility to contact the servicing DA CPO and register within 7 working days after arrival.

The family member must sign a letter, "PPP Registration of DA Family Member" (DOD 1400.20-1-M, Appendix A. This letter will be forwarded to the gaining CPO with a copy of the spouse's orders. SF 75 (or equivalent) and DD 1817 will be hand carried by the family member to the registering CPO.

(PROGRAM S)

Registration Procedures (contd.)

- The selected A-coded activity will complete a DD Form 1819, File Maintenance, to reflect the new activity code, address and telephone number, and forward to DDSC without delay. (Spouse program is the only program where registering activity code can be changed by File Maintenance.)

The registering activity will:

- 1) Confirm registration eligibility;
- 2) Obtain from the spouse a current SF 171, a copy of the most recent performance appraisal and SF 75 (or equivalent).

DD FORM 1817 INSTRUCTIONS:

Elements not listed below will be completed in accordance with DoD 1400.20-1-M, Chapters 6 and 8.

Element 02 - A
(Program Code)

Element 03 - Stateside A-coded
(Registering activity Activity)

DD FORM 1817 INSTRUCTIONS:

Elements not listed below will be completed in accordance with DoD 1400.20-1-M, Chapter 8 and Appendix A.

Element 02 - F
(Program Code)

Element 03 - New A-coded
(Registering activity Activity)

DD FORM 1817 INSTRUCTIONS:

Elements not listed below will be completed in accordance with DoD 1400.20-1-M, Chapter 8 and Appendix I.

Element 02 - S
(Program Code)

Element 03 - Losing stateside or overseas A-coded activity (if registered Activity)
30 days prior to sponsor's scheduled reporting date at new location) or gaining stateside A-coded activity



DEPARTMENT OF DEFENSE
DATA SUPPORT CENTER
DEFENSE ELECTRONICS SUPPLY CENTER
DAYTON, OH 45444-5310

IN REPLY
REFER TO

DDSC (Ms. Madges/AV 986-5156/kc)

25 Nov 91

SUBJECT: DoD 1400.20-1-M, Interim Change

TO: Civilian Personnel Officer
All DoD Activities

1. Effective immediately DD Form 1817, DoD Program for Stability of Civilian Employment Registration, DD Form 1819, DoD Program for Stability of Civilian Employment File Maintenance, and DD Form 1820, DoD Program for Stability of Civilian Employment Report Action are obsolete and may no longer be used. (Registrant and Referral resumes previously issued by DDSC may be used to return report actions to Dayton.) The documents enclosed contain interim procedural changes to DoD 1400.20-1-M, DoD Program for Stability of Civilian Employment, dated September 1990. These changes explain the way data will flow between DDSC in Dayton and each DoD activity; however, these documents contain no policy changes.
2. Chapters 8 and 9 are completely new and replace current chapters. These chapters explain using the new Format #1 for registration and file maintenance for Programs A, R, C, G, D, F, S, and K. Chapter 7 contains procedural instructions for the Overseas Employment Program (OEP), 'B' Program, for registration and file maintenance using Format #2. Existing pages 7-1 through 7-6 will remain and will be updated at a later time.
3. Throughout DoD 1400.20-1-M there are references to Forms 1817, 1819 and 1820 and as changes are made to the various pages of the manual we will incorporate the new Formats.
4. The following documents are enclosed:
 - a. Chapter 7 pages 7-7 through 7-14. (Add to current Chapter 7)
 - b. Chapter 8 pages 8-1 through 8-16. (Replace current Chapter 8)
 - c. Chapter 9 pages 9-1 through 9-2. (Replace current Chapter 9)
 - d. DDSC Bulletin Board System Automation Guide for Using the Registration Software Program.
 - e. DDSC Bulletin Board System Automation Guide for Using the DORS/Stopper Software Program.
5. Copies of Format #1 and #2 are enclosed and should be reproduced locally.

DDSC PAGE 2
SUBJECT: DoD 1400.20-1-M, Interim Change

25 Nov 91

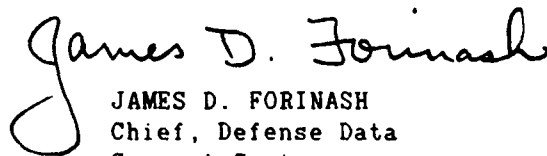
6. Individuals currently registered in PPP should be given an opportunity to complete the following 'new' Items:

- a. Item 17 - Appointment Eligibility (important if available for referral to non DoD Federal agencies).
- b. Item 18 - Excepted Service (if applicable)
- c. Item 22 - Major (data will be transmitted to non DoD Federal agencies and private sector).
- d. Item 27 - Available for GM/Supervisor or Both (availability shown here allows removal in 'old' elements 42 and 43).
- e. Item 28 - Available for Temporary Position (separate item input).
- f. Item 29 - Available for Non DoD Federal Agency Consideration (although not a new Item, registrant should be aware he/she determines whether or not referred to other Federal agencies).
- g. Items 57 through 62 - Private Sector (indicates availability for referral to private sector)
- h. Item 63 PPP Approving Official (requires input of Zone/Component/Regional Coordinator name when exception to policy was approved).

7. The new Bulletin Board System (BBS) automation package was available for downloading 12 Nov 91. Questions should be directed to Jeff Cherry or Lane Coffee at AV 986-6473 or CM 513 296-6473. This package also contained BBS automation instruction on the Defense Outplacement Referral System (DORS). Policy and procedural instructions on DORS was sent under separate cover.

8. While procedures have completely changed in the way data is transmitted to DDSC in Dayton, policy remains the same. Any changes to policy will be issued as a change to DoD 1400.20-1-M, through normal channels.

9. Questions on the new Formats or automation system should be directed to DDSC in Dayton, Ohio.


JAMES D. FORINASH
Chief, Defense Data
Support Center

I. REGISTRATION INSTRUCTIONS

The following information provides an explanation for each entry to be completed in the registration process. Each entry is preceded by a number which is the "Item" number for that particular entry of data. Specifics on each item are:

- 01 REGISTERING ACTIVITY CODE - Four character code assigned to the registering activity. (Last digit must be an "A".)
- 02 REGISTERING CPO CONTACT - Last name then first name of the individual at the registering activity who should be contacted for additional information or offers.
- 03 CPO CONTACT PHONE NUMBER - Show number starting in first box and continuing to the right.
- 04 SOCIAL SECURITY NUMBER OF REGISTRANT - The nine digit social security number of individual who is registering which is the primary identification source for every registrant.
- 05 PROGRAM CODE - Enter "B".
- 06 NAME OF REGISTRANT - Last name, first name then middle initial of registrant, in that order.
- 07 STREET ADDRESS - Registrant's current street or mailing address. Abbreviations may be used to conserve space, i.e., St for Street.
- 08 CITY - The city in which the street address is located.
- 09 STATE - The state code (from Appendix C) for the registrant's current address.
- 10 ZIP - Registrant's 5 digit zip code.
- 11 TELEPHONE - Registrant's home telephone number.
- 12 COMPONENT - Appropriate code from Appendix C of present or former Federal employer.

13 PAY GROUP, SERIES, GRADE - Current permanent or last permanent Federal employment.

Pay group - Two letter input in first two blocks (i.e., GS, GM, WG, WL, etc). If pay group of current or last employment consists of 3 or more characters, enter the first two characters in the spaces provided.

Series - Five digit input in the 3rd through 7th blocks. Leave blank any unused blocks - Do not add zeros to fill in blanks.

Grade - Last two spaces are provided for the grade. If below grade 10, show as a single grade in the last box.

14 POSITION - Enter as much of the registrant's job title and option, if any, as possible. Leave blank space between segments of title and option.

15 NATURE OF WORK - Code nature of work in which employed. Leave blank if registrant does not properly belong in one of these four groups.

Code S - Staff - duties performed in support of a Headquarters, Administrative Office or Management function.

Code O - Operations - duties performed in the actual accomplishment of mission operations.

Code R - Research and Development - duties performed in study and investigation undertaken to establish facts or principles and use of gained information in development of a finished product or system.

Code T - Trainee - Management Intern or other similar formal training program.

16 SALARY - Enter the registrant's current or last annual salary. For hourly employees, compute salary by multiplying 2087 hours times hourly rate.

17 PHYSICAL HANDICAP - Enter the applicable two digit code listed in Appendix C.

18 EDUCATION - Enter one of the following codes to indicate schooling completed:

- 1 - Non-high school graduate
- 2 - High school graduate (or equivalent)
- 3 - Some college - no degree
- 4 - Junior college - 2 years
- 5 - College graduate

19 DEGREE - If a 4 or 5 is entered in Education, enter one of the following codes to indicate the highest degree held by the registrant:

A - Associate Degree
M - Master's Degree

B - Bachelor's Degree
D - Doctorate Degree

20 COLLEGE MAJOR - Enter the major field of study if you entered a 4 or 5 in entry 20 above. This is a 20 space narrative field, therefore, enter the actual major field of study (i.e., History, Nursing, Elec Engineering).

21 SERVICE COMPUTATION DATE - This is the date used to determine the amount of creditable Federal service for reduction-in-force purposes excluding any additional credit for performance ratings, whether an employee with career/career conditional status or an excepted employee with personal career/career conditional status. Enter last two digits of year first, then 01 through 12 for month, and lastly 01 through 31 for day, in that order. Leave blank for reinstatement eligibles.

22 SECURITY CLEARANCE - Enter the appropriate code which describes the registrant's current security clearance status. Leave blank for reinstatement applicants.

V-Crypto T-Top Secret S-Secret C-Confidential N-None

23 TENURE GROUP - Career, career-conditional, and excepted employees will be coded with a tenure group and subgroup code to correspond with those outlined in FPM Chapter 351, Subchapter 3, as follows:

1A - Career Veteran*

1B - Career Non Veteran

2A - Career-Conditional Veteran*

2B - Career-Conditional
Non-Veteran

3A - Excepted Veteran*

3B - Excepted Non-Veteran

*includes preference eligible having compensable service connected disability of 30% or more. Leave blank for reinstatement eligibles.

24 through 26 JOB EXPERIENCE - Enter the time period, showing the "from" and "to" by year and month (can't be left blank nor can the word "present" be used) and the job title for work experience obtained in Federal service or private industry. The most recent experience must be shown first.

27 through 29 SKILLS - This item provides for registration up to three skills.

a. DoD employees may be registered for those skills - pay group, series, grade, option (if any) - and country locations for which fully qualified which their component has entered on the OEP Acceptance List or current OEP Positive Recruiting List (PRL). These employees may also be registered for skills on those lists which have been identified as being available for registrations from non-component sources. Non DoD Federal employees and reinstatement eligibles may only register for those skills appearing on the OEP Acceptance List or current PRL which are identified as being available for registrations from non-component sources (See Chapter 7, para B). The following procedures will be followed in coding Items 27, 28, and 29.

(1) Pay Group - Enter the Pay Group as it appears on the OEP Acceptance List or current OEP PRL.

(2) Series - Enter the series as it appears on the OEP Acceptance List or current PRL.

(3) Option Codes - Enter the option code(s), if any, as reflected on the OEP Acceptance List or current OEP PRL. Option codes other than those in Appendix D may be used in the manner/combination as they appear on the OEP Acceptance List or PRL. Leave these 6 spaces blank if no option codes are listed with the skill.

(4) High Grade - Enter the highest grade for which the registrant is qualified by meeting all qualification and legal requirements under current OPM regulations. This grade level may not exceed the highest grade for the position shown on the OEP Acceptance or Position Recruitment Lists.

(5) Lowest Grade - Enter the lowest grade acceptable to the registrant reflected on the OEP Acceptance List or current PRL, for the skill for which registered.

(Chap 7, Para 127a(b))

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(6) Years Experience - For General Schedule skills, enter the total number of years of creditable specialized experience as defined in the appropriate OPM qualification standards. Six months or more will be counted as one full year. If the registrant has less than 6 months specialized experience in the skill, leave these spaces blank. The specialized experience shown must always equal or exceed the minimum requirement under applicable OPM Standards for the high grade for which being registered. For Wage Grade skills, enter the total number of years the registrant actually held such a position. If the registrant has never held the Wage Grade position, leave these spaces blank.

(7) Highest Grade Held - Enter the highest grade the applicant has held in the Federal service for the skill for which being registered. If the applicant has never held the skill in the Federal Service, leave these spaces blank. -

30 and 31 ADDITIONAL EMPLOYEE INFORMATION/SPECIAL QUALIFICATIONS - Enter pertinent additional information or special qualifications such as licenses, training, ratings, certificates, special language skills, etc. - that are related to positions for which the applicant is registering. If available for GS supervisory and/or GM positions, enter "Avail for supervisory" and/or "Avail for GM". Enter one letter in each box and leave one space between each word and abbreviate, if necessary.

32 RE-EMPLOYMENT RIGHTS REQUIRED - Due to the granting of re-employment rights across component lines, this item will be left blank for all registrants.

33 REDUCTION IN FORCE (RIF) - If individual is currently in receipt of a RIF notice advising of pending separation or change to lower grade, or has been separated under RIF notice, enter Y for Yes. If the registrant is not in receipt of such notice or has not been separated by reduction-in-force, enter N for No. This item must be kept current by submission of a File Maintenance to reflect any change in status.

34 through 37 These items will be completed for registrants who have worked overseas in a military or civilian capacity, regardless of whether or not the tour was completed. Leave blank if applicant has not worked overseas.

34 LAST OVERSEAS TOUR TYPE - Enter one of the following codes to identify type of overseas tour:

- a. C - US Government Civilian Employee
- b. M - Military Member of US Armed Forces
- c. P - Employee of firm under contract to US
- d. O - American citizen working in overseas location in capacity other than the three listed above.

35 COUNTRY - Enter the appropriate two-character country code from Appendix C for the country in which applicant was employed. (NOTE: If other than country code listed, enter 00 in this item).

36 COMPONENT - If the registrant's type of overseas tour is C or M, enter the code from Appendix C for the component of the Service in which employed. Leave blank if the type of overseas tour is P or O.

37 DATE DEPARTED AND DATE RETURNED - Enter the year and month that the registrant departed the US in the first four spaces. In the last four spaces enter the year and month the registrant returned to the US from his/her last overseas tour.

38 through 40 - These Items to be completed for reinstatement eligibles only.

38 COMPONENT - Enter the appropriate code from Appendix C to indicate which DoD component or Federal agency employed the registrant at the time of the registrant's last separation.

39 TOTAL MONTHS SERVICE - Enter the total creditable number of months of Federal civilian service as a three digit number using zeroes as necessary. For example: 7 months of Federal civilian service would be coded 007 or 38 months coded as 038.

40 YEAR SEPARATED - Enter the last two digits of the calendar year in which the registrant was last separated from Federal civilian service.

41 through 43 - These Items will be used to identify country selections and to limit referral to a single component's activities within the countries selected.

(Chap 7, Para 141)

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41 COMPONENT - This space may be coded to limit referral to overseas activities within a single component in the country or countries selected. Leave blank when registrant is eligible for and willing to be referred to more than one component. The authorized codes are: "A" (Army); "N" (Navy); "F" (Air Force); and "S" (Defense Logistics Agency).

42 and 43 COUNTRY SELECTIONS - Space is provided for selection of not more than 28 overseas locations listed in Appendix C. Acceptance List and PRL. Only these codes may be used. Use of codes other than the established codes will result in rejection of the registration by the computer.

J. FILE MAINTENANCE INSTRUCTIONS

1. BBS Instructions - Changes to current registrations through the BBS will be made by following procedures contained in the Automation Procedures Manual.

2. Manual/Mail Instructions - If sending a file maintenance by mail, the "File Maintenance" block located in the upper right hand corner of Format #2 must be checked. In addition, Items 01, 02, 03, 04, 05, and 06 must be completed along with the entire line of the "changed" Item.

a. After completion of these Items, go to the Item(s) to be changed and complete the ENTIRE Item line. A change to any part of an Item deletes data previously contained in that Item line. In addition, any change to Items 41 through 43 will automatically delete previous data contained in the entire area; therefore, it is necessary to recode all data for Items 41 through 43 when any change is made.

b. If an Item is to be deleted, show an asterisk (*) in the first entry of the Item to be deleted.

3. USE OF FILE MAINTENANCE TO EXTEND REGISTRATION IN THE OEP FOR ONE YEAR

Registering civilian personnel offices will be notified by a Registration Update Notification Listing of those registrants who have been in the OEP for 11 months. The CPO should first determine whether the registrant(s) desires to have the registration data extended for an additional year. For those who desire extended registration, the CPO should review the resume data to determine which data are to be updated. To make changes, completion of a Registration/File Maintenance Format #2 must be completed and submitted to DDSC. If the file maintenance is received and processed by DDSC before the end of the 12th month of the applicant's registration, the file maintenance will serve to extend the registration in the OEP for an additional year. A file maintenance containing a change to any Item that is submitted during the year will serve to update an OEP registration for a year from the date processed by DDSC. An updated Resume Audit with the annotation "Registration Renewed" will be forwarded to the registering CPO. If the Format #2 isn't received at DDSC before the end of the 12th month, the registrant will be deleted from the OEP by automatic computer action and future registration will require submission of a newly completed Format #2 to DDSC.

K. REGISTRANT AND CIVILIAN PERSONNEL OFFICIAL'S CERTIFICATION

1. In order to assure that an individual is aware of the obligations for registration and that the information provided is properly coded and reviewed, signatures of the registrant and the Civilian Personnel Official responsible for registering the applicant are required.

REGISTRATION/FILE MAINTENANCE FORMAT # 2
 INFORMATION YOU PROVIDE IS PROTECTED AND ONLY DISCLOSED IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

CHECK HERE IF THIS IS A FILE MAINTENANCE

01. REGISTERING ACTIVITY CODE										
02. REGISTERING CPO CONTACT - last,first										
03. CPO CONTACT PHONE NUMBER										
04. SOCIAL SECURITY NUMBER OF REGISTRANT										
05. PROGRAM CODE										
06. NAME OF REGISTRANT										
07. STREET ADDRESS										
08. CITY										
09. STATE										
10. ZIP										
11. TELEPHONE										
12. COMPONENT										
13. PAY GROUP, SERIES, GRADE										
14. POSITION										
15. NATURE OF WORK										
16. SALARY										
17. PHYSICAL HANDICAP										
EDUCATION										
19. DEGREE										
20. MAJOR										
21. SERVICE COMPUTATION DATE										
22. SECURITY CLEARANCE										
23. TENURE GROUP										

JOB EXPER:	FROM		TO		J O B T I T L E												N W
	YR	MO	YR	MO													
24. EXP 1 ..																	
25. EXP 2 ..																	
26. EXP 3 ..																	

27. SKILL 1
28. SKILL 2
29. SKILL 3

[illegible][illegible]

I CERTIFY THAT I HAVE BEEN COUNSELED CONCERNING THIS REGISTRATION/FILE MAINTENANCE.

REGISTRANT

DATE

CPO

DATE

Interim Chg, Nov 91

CHAPTER 8

INSTRUCTIONS FOR COMPLETING REGISTRATION

A. REGISTRATION

1. Registration/File Maintenance Format #1 will be used by DoD civilian personnel offices for both BBS and mail submission of registrations into any of the programs covered by this manual except the Overseas Employment Program ("B" Program). (Specifics for the "B" program are covered in Chapter 7). Instructions for completing Format #1 are found in this chapter with specifics for each particular program covered in the appropriate appendix. Upon completing the registration, transmission by BBS to DDSC will be made in accordance with the DDSC Bulletin Board System (BBS) Automation Guide for Using the Register Software Program. For those not connected to BBS, Format #1 should be mailed to: Defense Data Support Center, Attn: DDSC, 200 Freedom Rd, Suite 1, Dayton, Ohio 45444-5310.

2. The Defense Outplacement Referral System (DORS) uses Format #1 and the same electronic system with data flowing in and out of DDSC in Dayton but is a separate program from the PPP and is covered by separate instructions. For information on DORS, refer to the DORS Users Guide.

B. REGISTRATION INSTRUCTIONS

The following information provides an explanation for each entry to be completed in the registration process. Each entry is preceded by a number which is the "Item" number for that particular entry of data and will be referenced throughout this manual. Specifics on each item are:

01 REGISTERING ACTIVITY CODE - Four character code assigned to the registering activity. (Last digit must be an "A".)

02 REGISTERING CPO CONTACT - Last name then first name of the individual at the registering activity who should be contacted for additional information or offers.

03 CPO CONTACT PHONE NUMBER - Use CPO area code and commercial number if registrant is in "A" program and available for non DoD and/or private sector; otherwise you may use Autovon. For overseas activities, omit country code and show number starting in first box and continuing to the right.

04 SOCIAL SECURITY NUMBER OF REGISTRANT - The nine digit social security number of individual who is registering which is the primary identification source for every registrant.

05 PROGRAM CODE - In order to identify the program in which an individual is to be registered, specific codes have been assigned, as follows:

- "A" - Priority Placement Program (PrP)
- "B" - Overseas Employment Program (OEP)
- "R" - DoD Placement Plan for Employees Under Grade Retention
- "C" - Air Force Status Quo Program
- "G" - National Guard Technician Disability Placement Program
- "D" - Army Military Technician Program
- "F" - Army Family Member Priority Placement Program
- "S" - Military Spousal Preference Program
- "K" - National Guard Technician Employment Program

06 NAME OF REGISTRANT - Last name, first name then middle initial of registrant, in that order.

07 STREET ADDRESS - Registrant's current street or mailing address. Abbreviations may be used to conserve space, i.e., St for Street. This Item may be left blank for registrants from overseas activities.

08 CITY - The city in which the street address is located. This Item may be left blank for registrants from overseas activities.

09 STATE - The state or country code (from Appendix C) for the registrant's current address.

10 ZIP - Registrant's 5 digit zip code (if overseas, APO/FPO number).

11 TELEPHONE - Enter registrant's area code and commercial number if in "A" program and available for non DoD and/or private sector; otherwise Autovon may be used.

12 COMPONENT - Appropriate code from Appendix C of present or former Federal employer.

13 PAY GROUP, SERIES, GRADE - Current permanent or last permanent Federal employment.

Pay group - Two letter input in first two blocks (i.e., GS, GM, WG, WL, etc). If pay group of current or last employment consists of 3 or more characters, enter the first two characters in the spaces provided.

Series - Five digit input in the 3rd through 7th blocks. Leave blank any unused blocks - Do not add zeros to fill in blanks.

Grade - Last two spaces are provided for the grade. If below grade 10, show as a single grade in the last box.

(Chap 8, Para B14)

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14 POSITION - Enter as much of the registrant's job title and option, if any, as possible. Leave blank space between segments of title and option.

15 NATURE OF WORK - Code nature of work in which employed. Leave blank if registrant does not properly belong in one of these four groups.

Code S - Staff - duties performed in support of a Headquarters, Administrative Office or Management function.

Code O - Operations - duties performed in the actual accomplishment of mission operations.

Code R - Research and Development - duties performed in study and investigation undertaken to establish facts or principles and use of gained information in development of a finished product or system.

Code T - Trainee - Management Intern or other-similar formal training program.

16 SALARY - Enter the registrant's current or last annual salary. For hourly employees, compute salary by multiplying 2087 hours times hourly rate.

17 APPOINTMENT ELIGIBILITY - This is the appointability status of the registrant. Enter one of the codes which best identifies the registrant's status.

- A - Career (current employee)
- B - Career-conditional (current employee)
- C - Executive Order 12362 (as amended) eligible
- D - Reinstatement Eligible
- E - Non Status
- F - Excepted Service
- G - Other (VRA, Handicapped etc.)

18 EXCEPTED SERVICE - In first box show a "Y" if currently in an excepted service position or "N" if not. In second box indicate one of the following letters if a "Y" was shown in first box:

- a - Excepted Service (eligible only for excepted service positions)
- b - Excepted Service (Civilian Intelligence Personnel Management System (CIPMS))
- z - Other

19 **PHYSICAL HANDICAP** - Enter the applicable two digit code listed in Appendix C.

20 **EDUCATION** - Enter one of the following codes to indicate schooling completed:

- 1 - Non-high school graduate
- 2 - High school graduate (or equivalent)
- 3 - Some college - no degree
- 4 - Junior college - 2 years
- 5 - College graduate

21 **DEGREE** - If a 4 or 5 is entered in Education, enter one of the following codes to indicate the highest degree held by the registrant:

- | | |
|----------------------|-----------------------|
| A - Associate Degree | B - Bachelor's Degree |
| M - Master's Degree | D - Doctorate Degree |

22 **COLLEGE MAJOR** - Enter the major field of study if you entered a 4 or 5 in entry 20 above. This is a 20 space narrative field, therefore, enter the actual major field of study (i.e., History, Nursing, Elec Engineering).

23 **SERVICE COMPUTATION DATE** - This is the date used to determine the amount of creditable Federal service for reduction-in-force purposes excluding any additional credit for performance ratings, whether an employee with career/career conditional status or an excepted employee with personal career/career conditional status. Enter last two digits of year first, then 01 through 12 for month, and lastly 01 through 31 for day, in that order. Leave these spaces blank for E.O. 12362, as amended, eligibles.

24 **SECURITY CLEARANCE** - Enter the appropriate code which describes the registrant's current security clearance status.

V-Crypto T-Top Secret S-Secret C-Confidential N-None

25 **TENURE GROUP** - Career, career-conditional, and excepted employees will be coded with a tenure group and subgroup code to correspond with those outlined in FPM Chapter 351, Subchapter 3, as follows:

- | | |
|----------------------------------|--|
| 1A - Career Veteran* | 1B - Career Non Veteran |
| 2A - Career-Conditional Veteran* | 2B - Career-Conditional
Non-Veteran |
| 3A - Excepted Veteran* | 3B - Excepted Non-Veteran |

*includes preference eligible having compensable service connected disability of 30% or more.

(Chap 8, Para B26)

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26 AWARDS - Enter "Y" for Yes or "N" for No to indicate whether registrant has received any awards during the past 10 years which are pertinent to qualifications for the position(s) for which registered. Further description (i.e., OSI, SSP, etc) may be shown in Item 39 or 40.

27 AVAILABLE FOR GM/SUPERVISOR OR BOTH - Enter appropriate code.
 G - Available for GM S - Available for Supervisory Positions
 B - Both (GM and Supv) N - Not available for either

28 AVAILABLE FOR TEMPORARY POSITION - Enter a "T" if available for a temporary position in the commuting area or an "N" if not available.

29 AVAILABLE FOR NON DOD FEDERAL AGENCY CONSIDERATION - Entry for "A" program only. Enter a "Y" to indicate availability for non DoD Federal agency positions or an "N" if not available. If a registrant indicates availability and has a spouse who plans to register in DORS for referral, the registrant has the option of indicating an "S" in this block. This will alert the potential employer that the registrant has an accompanying spouse seeking employment.

30 AVAILABLE FOR RESERVE TECHNICIAN - Enter "Y" for Yes or "N" for No to indicate whether registrant is tentatively eligible for and willing to actively participate as a Reserve Technician as a condition of employment.

31 through 33 JOB EXPERIENCE - Enter the time period, showing the "from" and "to" by year and month (can't be left blank nor can the word "present" be used) and the job title for work experience obtained in Federal service or private industry. The most recent experience must be shown first.

34 through 38 SKILLS - This item provides for registration for up to five skills in the PPP.

a. Registrants who are to be rated for Wage Grade skills will be rated under the Job Element procedures contained in OPM Handbook X-118C, Job Qualification System for Trades and Labor Occupations. Civilian personnel officials should consider the knowledges, skills, and abilities in determining the Wage Grade positions for which a employee is to be registered. Registrants who have basic eligibility for a Wage Grade position under the Job Element method should qualify for the same position at another installation. Requirements for like Wage Grade jobs throughout DoD should be similar. The prime consideration will be the registrant's ability to do the work, and eligibility for the position will be determined on that basis. General Schedule employees may be registered for those acceptable Wage Grade positions for which fully qualified and gaining activities will make determination whether the offer constitutes a promotion based on their local wage scale.

b. Registration in the program can be effected for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and special Wage Grade pay systems, e.g., WD, WJ, WK, etc., with applicable grade levels. GM employees may be registered for any appropriate pay system and grade, and indication of availability for GM positions must be included in Item 27 of Format #1 when the registrant is available for such positions.

c. Registering civilian personnel officials have the responsibility to determine and register individuals for those series and grades (not to exceed the present grade) for which fully qualified. As a minimum, employees are to be registered for their current skill. Exceptions to this require approval of the Zone Coordinator.

d. If the registrant has less than five skills, complete only those required and leave the remaining -Items blank. If an employee has more than five skills, the five most likely to provide an opportunity of continued employment in the registrant's selected area(s) should be used.

e. A registrant who, at the time of registration in the PPP occupies a position or has occupied a position within the past three years, for which a performance test is required will be considered as having met the performance test requirement if performance has been satisfactory. Other registrants, who have not occupied such positions or passed required performance tests within 36 months preceding registration, will not be registered for positions requiring a performance test until test requirements have been satisfactorily met. In accordance with X-118, proficiency requirements may be met for Clerk Typist, Clerk Stenographer, Data Transcriber and positions with parenthetical titles of (Typing), (Stenographer), or (Data Transcription) by self certification of the registrant. However, it's important that activities use judgement, in that, individuals must have something in their background that supports the self certification.

f. Skills 1 through 5 provide spaces for registering an employee for up to five skills and grades (not to exceed the current grade) for which the registrant meets appropriate Civil Service qualification standards and which are acceptable to the registrant except as stated herein. Employees are to be registered only for positions for which they are sufficiently well qualified to be completely acceptable in such positions at the registering activity. Qualifications standards used for RIF assignment are not to be automatically used for qualification determination in the PPP. As a rule, a significant factor in the selection of skills for registering is recency of experience. This factor will be considered carefully in the skill registration process. Under no circumstance will a person be registered in the program for a skill for which that person does not meet all qualifications and legal requirements, including normal physical requirements. The following procedures should be followed in completing skills 1 through 5 for all programs except DORS (review the DORS Users Guide) and OEP (review Chapter 7).

(Chap 8, Para B34f(1))

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(1) Pay Group - Enter the appropriate pay group. (Use GS in lieu of GM)

Examples: GS (General Schedule), WG (Wage Grade), WL (Wage Leader), WS (Wage Supervisor), WM (Maritime), WN (Production Facilitating-Supervisory).

(2) Series - Enter the series in accordance with OPM Classification Standard Handbooks. Enter series from left to right beginning in the first space of five spaces provided. For series less than five digits, leave unused spaces blank.

(a) Employees who are qualified and available for occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, at grades 1, 2, 3, or 4 should register as follows: 1) GS-300 without an option will be used for employees who are available for all series, covered by the standard, that do not require specific proficiency (i.e., typing, steno, etc.) 2) GS-300 with an appropriate option code (i.e., typing - TYA, stenography - STC, or data transcriber - DAT) will be used for employees who are available for all covered series with the same proficiency requirements or option codes (i.e., GS-300 TYA should be used for employees available for any occupational series covered by the standard which requires typing proficiency). 3) Employees who do not desire consideration for all series, but who want consideration for one or more specific covered series, must be registered for each individual series on separate skill lines (include option codes as applicable). In addition, registrants who desire consideration as a GS-2091, Sales Store Clerical, must register for the skill separately since it is not included under the GS-300 for PPP purposes.

(b) Registrants, who qualify for non-supervisory Wage Grade positions and wish to be considered for all Wage Grade series that do not require motor vehicle or sewing machine operation may be registered for WG-00000 grades 1 through 4 (not to exceed current grade). Such employees may also be registered for specific series for which qualified at grade levels not to exceed current grade.

(c) Registrants who are qualified for a Trades and Crafts Helper position, WG-5 level, and wish to be considered for all Trades Helper positions WG-5 may be registered for WG-01111. (This does NOT include Warehouse Worker, Motor Vehicle Operator, or Forklift Operator positions. You must register for these using the specific series). Registration in the WG-01111 is limited to the WG-5 level. Such employees may also be registered for specific series for which qualified but in either instance not to exceed current grade.

(3) Option Codes - Enter the appropriate three character option code(s) from Appendix D. Only those option codes appearing in Appendix D may be used for PPP registration. Option Codes are to be used only with the General Schedule series under which they are listed, with the exception of TRA, Trainee Option, which may also be used with Wage Grade series.

(a) Specific option codes for specific series are listed in Appendix D. They identify special skill requirements for positions for which registrants are permitted to register, provided they qualify. The option codes are purposely limited to those series for which the components indicated a need for further description. If only one option code is necessary to describe the registrant's qualifications, enter it in the first three spaces provided. A combination of two options may be used with appropriate skills, as long as the registrant qualifies for both. If no option code is necessary to describe the registrant's qualifications or if the registrant is a generalist in the series, leave these six spaces blank. Options authorized for use with engineering series are not to be used with an engineering series which has the same definition. Example: Do not use ELD, Electronics option, with Electronics Engineer Series GS-855.

(b) The option of Trainee, Option Code TRA, in Appendix D, may be coded with any General Schedule or Wage Grade series. Its purpose is to identify skills of registrants who are currently in formal training programs (such as, apprentice, worker-trainee, management intern, etc.).

(c) The options of Typing, Option Code TYA, Stenography, Option Code STC, and Data Transcribing, Option Code DAT, may be used with any appropriate General Schedule Series. They are not appropriate for use with every series. For example: The option of typing, Option Code TYA, would not be used with a GS-201-13, Civilian Personnel Officer position. The GS-318 Secretary series must be coded with either the STC-Stenography Option or TYA-Typing Option.

(d) Individuals showing Typing (TYA) option after any appropriate series will automatically be considered for that skill not requiring typing. (Example: If an activity has a GS-303-4 vacancy, individuals registered for GS-303-4 TYA will be referred.)

(Chap 8, Para B34f(3)(e))

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(e) The GS-201, Personnel Management, and the GS-801, General Engineering series, normally have two options or no options with the following exceptions:

1 The "CP0", Civilian Personnel Officer, and the "PSM", Personnel Systems Manager, may be used as a single option with the GS 201 series. The "CP0" option code will never be used in combination with other options in the GS 201 series, whereas the "PSM" option code may be used in conjunction with another code.

2 A single commodity option code may be used with the GS 801 series. Commodity options are as follows: CHD, CST, INC, MIB, ORB, SHB, and WAB.

3 The Trainee Option, TRA, may be entered as a single code with either series.

(f) Registrants should be counseled that pay group, series, option code(s), as well as acceptable grade(s) must match a requisition before their skills will be referred against vacant positions. For example, the registrant, who is only registered for a GS-1670-AUD-11, Equipment Specialist, Automotive Option, Grade 11, will not be referred against a vacant position at an acceptable location for a GS-1670-11, Equipment Specialist, Generalist. However, the registrant could also be registered as GS-1670-11, Equipment Specialist, with no option, provided the registrant qualifies as a generalist, and could then be referred for both positions.

(g) Registrants qualified and registered for two options in the same series as a single skill, for example, the Quality Assurance Specialist, GS-1910-11, with two options of Electrical, Code ELA, and Mechanical, Code MEA, reflected, will be referred against vacancies requiring both options or one of the two options.

(4) High Grade - Enter the highest grade, not exceeding the registrant's current permanent grade, or retained grade, if appropriate, for which the registrant qualifies under OPM standards. Under the General Schedule, grades are limited to GS-01 through 15. Do not enter a grade to which the registrant may have been temporarily promoted or a higher grade previously held, other than a Retained Grade.

(5) Lowest Grade - This will be the lowest grade for each skill for which the employee will accept an offer of continued employment, but not to exceed the equivalent of three General Schedule grades below the grade level to which permanently assigned at the time of registration. The number of grade levels between General Schedule and Federal Wage System (FWS) or between FWS positions will be determined by formula in Chapter 3, paragraph A7b. It must never exceed the high grade. Employees will not be registered for any lower grades available to them by RIF or reemployment rights assignment. For example, an employee scheduled for demotion from GS-13 to GS-11 could be registered for Grades 12 and 13. NOTE: Employees offered part-time positions in RIF will have the lowest grade computed as described in Chapter 3, paragraph A7c.

(6) Years Experience - For General Schedule skills, enter the total number of years of creditable specialized experience as defined in the appropriate OPM qualification standards. Six months or more will be counted as one full year. If the registrant has less than 6 months specialized experience in the skill, leave these spaces blank. The specialized experience shown must always equal or exceed the minimum requirement under applicable OPM Standards for the high grade for which being registered. For Wage Grade skills, enter the total number of years the registrant actually held such a position. If the registrant has never held the Wage Grade position, leave these spaces blank.

(7) Highest Grade Held - Enter the highest grade in the skill the registrant has held in the Federal Service. If the registrant has never held the skill in the Federal Service, leave these spaces blank.

39 and 40. ADDITIONAL EMPLOYEE INFORMATION/SPECIAL QUALIFICATIONS - Enter pertinent additional information or special qualifications such as licenses, training, ratings, certificates, etc. - that are related to positions for which employee is registering. Enter one letter in each box and leave one space between each word and abbreviate, if necessary.

41 through 46 - These Items will be completed for registrants in all Programs.

41. SEPARATION/EFFECTIVE DATE OF CHANGE TO LOWER GRADE DATE -

a. Displaced Employees.

(1) Program A - For both voluntary and involuntary registrants enter the date the registrant is to be separated from activity rolls as a result of RIF, base closure, failure to accompany transfer of function, or effective date of change to lower grade/part-time position, or effective date of furlough for six months or longer. Employees must be registered prior to the effective date of separation or change to lower grade or part-time position.

(Chap 8, Para 41a(2))

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(2) Program K - See Appendix B

(3) Program C - See Appendix F

(4) Program D - See Appendix J

b. Nondisplaced Overseas Employees.

(1) For nondisplaced employees returning to CONUS after completion of one or more tours, the date must be left blank.

(2) For nondisplaced employees who are family members of DoD personnel, enter the date LWOP begins.

(3) For nondisplaced employees, or former employees who meet the appointment eligibility of EO 12362, as amended, who are family members of DoD personnel, enter the family member's date of registration.

c. Special Programs

(1) Panama Canal Commission - See Appendix E.

(2) National Guard Technician - See Appendix G.

(3) Department of the Army Family Member Priority Placement Program - See Appendix A.

(4) Military Spouse Preference Program - See Appendix I

(5) National Guard Technician Employment Program - See Appendix K.

42. PROGRAM RELEASE DATE -a. Displaced Employees.

(1) Program A - This date will be 12 months following the date the registrant affected by RIF is to be separated from activity rolls or the effective date of the registrant's demotion. The employee who declines demotion to a full-time or part-time position may remain in the Program for 1 year following scheduled separation date. The release date for employees who accept part-time positions in RIF will be the date the placement is effective. The release date for involuntary registrants is 12 months following the date the registrant is to be separated from activity rolls.

(2) Program R - See Appendix B

(3) Program C - See Appendix F

b. Nondisplaced Overseas Employees.

(1) For nondisplaced employees returning to CONUS after completion of one or more tours, the date must be left blank.

(2) The release date for overseas employee family member registrants is one year from the date LWOP begins.

(3) The release date for EO 12362 eligibles is one year from the date shown in Item 41.

c. Special Programs

(1) Panama Canal Commission - See Appendix E.

(2) National Guard Technician - See appendix G.

(3) Department of the Army Family Member Priority Placement Program - See Appendix A.

(4) Military Spouse Preference Program - See Appendix I.

(5) National Guard Technician Employment Program - See Appendix K.

NOTE: Enter the year, month and day in the following manner: last two digits of year; 01 through 12 for numeric month; and 01 through 31 for day.

43. PRIORITY - Employees will be registered and referred for placement with a numeric Priority 1, 2, or 3. These designated priorities will be assigned according to the basis for registration eligibility as stated in Chapter 3, paragraph A6; Chapter 6, paragraph B3 and C3; and Appendices A, B, E, F, G, I, J and K of this manual, as appropriate.

44. OVERSEAS COUNTRY LOCATION - For overseas displaced and non-displaced employees, enter Country Code where the applicant is physically located. If appropriate codes are not contained in Appendix C of this manual, enter the code for the country where the overseas servicing CPO is located.

45. RETURN RIGHTS - OVERSEAS EMPLOYEES ONLY

a. Enter Code Y for Yes for those overseas returnee registrants having return rights or those who are serving under a rotation agreement.

b. Enter Code N for No for those overseas returnee registrants who are long-tenure overseas employees without return rights or other obligation to return.

c. Enter Code A for Abolished for those overseas returnee registrants whose stateside position has been abolished.

46. RETURN RIGHTS TO ALASKA, HAWAII, OR PUERTO RICO - Enter appropriate code for state of Alaska (Code AK), Hawaii (Code HI), Commonwealth of Puerto Rico (Code RQ) if registrant is presently employed in Alaska, Hawaii, or Puerto Rico; last resided in Alaska, Hawaii, or Puerto Rico; or has return rights to Alaska, Hawaii, or Puerto Rico. Enter GO for overseas employees completing an overseas tour whose home of record is Guam.

47 through 56. AREA OF REFERRAL - The following procedures should be applied, in detail, to assure proper registration and referral of registrants for the desired selected areas. (For specific restrictions of area of referral for special program registrants, see the appropriate appendix.)

a. Policy to be used in determining area of referral is found in Chapter 3, paragraph B of this manual.- (Overseas activities refer to Chapter 6, paragraphs B4 and C4).

b. The PPP provides the capability to effect registration of eligible employees for placement consideration at individual DoD activities within a state(s), region(s), or zone(s). The civilian personnel office must make the determination as to which area of selection will provide adequate placement opportunities. There must be reasonable assurance that the employee will accept an offer from any DoD activity within the broad areas (state(s), region(s), zone(s)) before such registrations are effected. Any time the area of referral extends beyond policy covered in Chapter 3, the registration format will be annotated to show that coordinator approval was obtained.

c. When a registrant fails to receive an offer after a period of registration and the registering activity determines that it is unlikely that an offer will be received because of the size of the original area of consideration or the employee's restriction as to availability, positions, locations or acceptable grade levels, the employee will be counseled on alternative methods of increasing placement opportunities. The civilian personnel office may, with the registrant's approval, revise registration data at any time consistent with the determination as to the appropriate area of consideration.

d. DoD Manual 1400.20-2 contains descriptions of DoD locations by assigned activity codes and by State, Region Zone. The descriptions and assigned activity codes will be used to assist in the counseling and registration of employees in the Program.

e. Caution should be exercised in the coding of the area of referral to avoid duplication resulting from selection of zone(s), region(s), state(s), and individual activities which are included in the same geographical area. Duplication of geographical areas will be rejected by the computer. The only exception to this is the coding of selections for Alaska, Hawaii, and Puerto Rico as shown in paragraph 52a. below.

47. ZONE SELECTIONS - The following four zones are established for registration purposes:

ZONE CODE DoD DESIGNATED REGIONS

- | | | |
|---|---|---|
| 1 | 1 | Boston, Philadelphia, and New York Regions, including the Washington, DC Metropolitan Area. |
| 2 | 2 | Atlanta and Dallas Regions (Atlanta Region includes Puerto Rico for management purposes but not for referral coding purposes.) |
| 3 | 3 | Chicago and St Louis Regions |
| 4 | 4 | Seattle, San Francisco, and Denver regions (Seattle Region includes Alaska, and San Francisco Region includes Hawaii for management purposes but not for referral coding purposes.) |

a. Four spaces are provided for Zone Selection. Codes 1, 2, 3, or 4 identify the four different zones and are the only codes authorized for use in these spaces. Enter 1, 2, 3, or 4 in Zone Selection spaces from left to right. Use these spaces only when there is reasonable assurance that the registrant will, in fact, accept employment at any DoD activity within the zone or zones. When a zone(s) is selected, regions, states or individual activities within the selected zones(s) (with the exception of Alaska, Hawaii, or Puerto Rico) are not to be coded. When nationwide registration is authorized by the Zone Coordinator, all four zones will be coded. Nationwide registration does not include Alaska, Hawaii, and Puerto Rico activities. Those would have to be entered by separate state, commonwealth, or activity selections.

48. REGION SELECTIONS - Ten two-character spaces are provided for Region Selections. Following are the codes authorized for use in these spaces:

BN - Boston Region	CH - Chicago Region
NY - New York Region	SL - St. Louis Region
PH - Philadelphia Region	DE - Denver Region
AT - Atlanta Region	SF - San Francisco Region
DA - Dallas Region	SE - Seattle Region

NOTE: Region(s) may be selected by entering the appropriate two-character region code in the spaces provided from left to right. Region spaces will be coded only when the employee agrees to accept employment at any activity within a region(s). Regions within a Zone already coded in Item 47 are not to be coded. States or individual activities within the selected region(s) with the exception of Alaska, Hawaii, Puerto Rico are not to be coded.

(Chap 8, Para B49)

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49 and 50. STATE SELECTIONS - Any number of states up to 28 may be selected by using the two character alpha state codes. Except for Alaska, Hawaii, and Puerto Rico, a state may not be selected if the zone or region in which the state is located has been selected in Item (47), Zone Selections, or Item (48), Region Selections. When a state is selected, individual activities within that state may not be selected in Items 52 through 56 - ACTIVITY SELECTIONS.

51. COMPONENT - If restriction to limit referral to a single component only is desired, that component code should be entered. If no restriction is desired, leave this Item blank. Authorized component codes are listed in Appendix C and only these codes may be used.

52 through 56 ACTIVITY SELECTIONS - Space is provided to register for referral to a maximum of 50 different individual DoD activities. The four-character activity codes assigned in DoD Manual 1400.20-2 are to be used to indicate individual activity selections. You must complete each activity line with ten codes before proceeding to the next line.

a. Selection of Activities in Alaska, Hawaii, and Puerto Rico. Referral to activities in Alaska, Hawaii, and Puerto Rico may only be accomplished by selection of the State or Commonwealth when referral to all activities in the State or Commonwealth is desired, or by selection of the individual activities desired. The selection of Zone 4 or the San Francisco Region will not provide referral to Hawaii activities. Selection of Zone 4 or the Seattle Region will not provide referral to activities in Alaska. Selection of Zone 2 or the Atlanta Region will not provide referral to activities in Puerto Rico. Whenever placement consideration is desired for all activities in Alaska, Hawaii, or Puerto Rico, the appropriate State or Commonwealth code (AK - Alaska, HI - Hawaii, RQ - Puerto Rico) must be entered in Item (49) or (50). When consideration is desired for only specific activities in Alaska, Hawaii, or Puerto Rico, the selection of the individual activities must be coded in Items 52 through 56, ACTIVITY SELECTIONS, but the state or commonwealth must not be coded in Items (49) or (50) in that instance.

57 AVAILABLE FOR PRIVATE SECTOR CONSIDERATION - Entry for "A" program only. Enter a "Y" to indicate availability for private sector or an "N" if not available. If a registrant indicates availability and has a spouse who plans to register in DORS for referral, the registrant has the option of indicating an "S" in this block. This will alert the potential employer that the registrant has an accompanying spouse seeking employment.

58 PRIVATE SECTOR REGION CODE - Attachment 13 to the DORS Users Guide must be used for completion of this Item which allows for single region selection or expanded area by use of Region codes 13 through 15. If the registrant desires consideration only in a specific city and state put "00" here and specify choices in Items 59 through 62.

59 through 62 PRIVATE SECTOR STATE/CITY CODE - Individuals may register for up to two states/cities. Choose the abbreviation of the state from the State Codes (Attachment 9 of DORS Users Guide). Show the name of the largest city (commuting area) within the selected state where the registrant wishes to work. Do the same for the second choice. A city identified in Item 60 must be within the state identified in Item 59. Also, a city identified in Item 62 must be within the state identified in Item 61. These locations **do not** have to be in the region chosen in Item 58.

C. REGISTRANT AND CIVILIAN PERSONNEL OFFICIAL'S CERTIFICATION

1. In order to assure that an individual is aware of the obligations for registration and that the information provided is properly coded and reviewed, signatures of the registrant and the Civilian Personnel Official responsible for registering the applicant are required.

2. The signature certifies that the registrant:

- a. Has been counseled by the Civilian Personnel Official.
- b. Understands the need to keep the registering Civilian Personnel Office informed of the current address and telephone number so that contact can be made concerning job offers.
- c. Has reviewed the skills and locations for which registered.
- d. Is willing to accept any one of the grade levels, skills, and locations for which registered.
- e. Will respond immediately to a job offer as a result of the registration.
- f. Understands that one valid declination will result in removal from the Priority Placement Program.

3. The signature of the Civilian Personnel Official certifies that he/she:

- a. Has counseled the registrant.
- b. Has reviewed the entire registration format for correct and complete coding of each applicable item.
- c. Concurs in the area selections and skills for which the registrant is to be referred as those which would provide the best opportunities for employment offers.

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CHAPTER 9

INSTRUCTIONS FOR COMPLETING FILE MAINTENANCE

A. FILE MAINTENANCE

1. Registration/File Maintenance Format #1 will be used to change, add or delete registration data for all programs except the Overseas Employment Program (OEP). Registration/File Maintenance Format #2 will be used for file maintenance to OEP registrations. (Instructions on completion of Format #2 are contained in Chapter 7). If a person is registered in more than one program, a File Maintenance must be completed for each program.

2. Social Security Number, Program Code, and Registering Activity Code cannot be changed by file maintenance ("S" Program exception, for Registering Activity Code change is contained in this chapter.) To make changes to these three items, the registrant must be deleted from the Program by submission of Report Action, Code 11, Removal - CPO Request, along with a new, correctly coded, and completed Format #1.

3. This chapter contains directions on the procedures necessary to change, add or delete data in a current registration. To determine the information required to complete each individual Item, refer to Chapter 8 of this manual.

B. CODING INSTRUCTIONS

1. Bulletin Board System (BBS) - Changes to current registrations through the BBS will be made by following procedures outlined in the PPP Automation Procedures Guide.

2. Mail/Hard Copy Procedure - When sending a file maintenance by mail, the "file maintenance" block located in the upper right hand corner of Format #1 must be checked. In addition, Items 01, 02, 03, 04, 05, and 06 must be completed along with the entire line of the "changed" Item. After completion of these 7 Items, it is necessary to go to the Item(s) to be changed and complete the ENTIRE Item line. To delete an Item, an asterisk (*) must be placed in the first box of the Item to be deleted. This will delete the entire line entry. Specific requirements for individual Items are as follows:

a. To change an "S" program registrant's Registering Activity Code (Item 01), BBS users follow procedures contained in DDSC BBS Automation Guide for Using the Register Software Program. Activities mailing in such a change should check the File Maintenance block of Format #1 and show NEW activity code in Item 01. (Required Items, as indicated above, must also be coded.)

b. To correct or change a name, the correct or "new" name should be shown in Item 06.

c. When making a change to the "Skills" area, it's necessary to complete the entire line Item and to base the change on the registrant's current file as maintained in Dayton. For example, if a change is to be made to the low grade of the Skill shown in Item 34, the entire line must be completed, including the pay group, series, options (if applicable), high grade, low grade, experience, and high grade held. The entry of new data will blank out the data that is currently in the system for that Item line. If deleting an entire skill, remember, the computer automatically moves up any skills that follow one being deleted. For example, if a PPP registrant has entries in Items 34, 35, 36 and 37, and deletes skill 35, skill line 36 becomes 35 and skill in 37 becomes Item 36. You can see why it's so important that changes, additions and deletions are made based on current registration data (last Registrant Resume Audit received from DDSC).

d. Any time a single change, addition or deletion is made to the area of referral, the entire area of referral must be recoded. Failure to recode the entire area of referral will result in the registrant's skills being referred only to the "new" location coded on the File Maintenance Format. For example, if only one zone, region, state, or individual activity is to be added or deleted, the entire area within which the registrant is to be referred must be recoded. This requirement was deliberately established to cause a review of the number of activities to which the registrant's skills are to be referred. The omission of any zone, region, state, or individual activity will result in the registrant's skills being referred only to those coded on the latest Format #1. The component code, Item 51 will result in the skills being referred only to component activities within the area of referral. For example, a Code "A" entered in Item 51 results in the registrant being referred to Army activities only.

NOTE: The instructions in Chapter 8, (coding the original registration area of referral) will be followed in coding area of referral changes. This includes annotation in Item 63 of prior approval of the Zone Coordinator for referral to an expanded area of referral.

3. A combination of changes, additions, or deletions may be submitted on one Format #1.

4. Certification - The civilian personnel official submitting the Registration/File Maintenance Format #1 will sign and date the certification on the back of the format. In addition, the CPO should attempt to obtain the signature of the registrant on Format #1 and, as a minimum, assure that the registrant is aware of data changes. A copy of the new Registrant Resume Audit generated as a result of any file maintenance should be given to the registrant for his/her review and records.

01. REGISTERING ACTIVITY CODE	
02. REGISTERING CPO CONTACT - last,first, mi	
03. CPO CONTACT PHONE NUMBER	
04. SOCIAL SECURITY NUMBER OF REGISTRANT	
05. PROGRAM CODE	
06. NAME OF REGISTRANT	
07. STREET ADDRESS	
08. CITY	
09. STATE	
10. ZIP	
11. TELEPHONE	
12. COMPONENT	
13. PAY GROUP, SERIES, GRADE	
14. POSITION	
15. NATURE OF WORK	
16. SALARY	
17. APPOINTMENT ELIGIBILITY	
18. EXCEPTED SERVICE	
19. PHYSICAL HANDICAP	
20. EDUCATION	
21. DEGREE	
22. MAJOR	
23. SERVICE COMPUTATION DATE	
24. SECURITY CLEARANCE	
25. TENURE GROUP	
26. AWARDS	
27. AVAILABLE FOR GM/SUPERVISOR OR BOTH	
28. AVAILABLE FOR TEMPORARY POSITION	
29. AVAILABLE FOR NON DOD FEDERAL AGENCY CONSIDERATION	
30. AVAILABLE FOR RESERVE TECHNICIAN	

[illegible]

SKILLS:

34. SKILL 1
35. SKILL 2
36. SKILL 3
37. SKILL 4
38. SKILL 5

PG	SERIES	OPTIONS	HI GR	LO GR	EX	HI HLD

ADDITIONAL EMPLOYEE INFORMATION / SPECIAL QUALIFICATION:

39. INFO 1

40. INFO 2

41. SEPARATION/EFFECTIVE DATE OF CHANGE TO LOWER GRADE DATE - YR, MO, DAY

42. PROGRAM RELEASE DATE - YR, MO, DAY

43. PRIORITY

44. OVERSEAS COUNTRY LOCATION

45. RETURN RIGHTS

46. RETURN RIGHTS TO ALASKA, HAWAII, OR PUERTO RICO ? ENTER AK, HI, OR RQ

47. ZONE SELECTIONS

48. REGION SELECTIONS

49. STATE SELECTIONS 1-14

50. STATE SELECTIONS 15-28

51. COMPONENT

ACTIVITY SELECTIONS:

52. ACT 1-10

53. ACT 11-20

54. ACT 21-30

55. ACT 31-40

56. ACT 41-50

57. AVAILABLE FOR PRIVATE SECTOR CONSIDERATION

58. PRIVATE SECTOR REGION CODE

59. PRIVATE SECTOR STATE CODE 1

60. PRIVATE SECTOR CITY 1

61. PRIVATE SECTOR STATE CODE 2

62. PRIVATE SECTOR CITY 2

63. PPP APPROVING OFFICIAL

I CERTIFY THAT I HAVE BEEN COUNSELED CONCERNING THIS REGISTRATION/FILE MAINTENANCE.

REGISTRANT

DATE

CPO

DATE



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL SYSTEMS CENTER
5113 Leesburg Pike, Suite 302
Falls Church, VA 22041

REPLY TO DCPSC

DDSC, 200 FREEDOM ROAD, SUITE 1 (Mr. Forinash/(AV)986-6449/ek)
DAYTON, OH 45444-5310

10 Jul 92

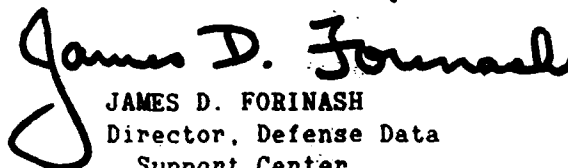
SUBJECT: Priority Placement Program (PPP) Changes

TO: Civilian Personnel Officer
All DoD Activities

1. There have been several requested changes to the PPP by the PPP Board of Directors which have been approved for implementation by Ms. Sara B. Ratcliff, Deputy Assistant Secretary of Defense, Civilian Personnel Policy/Equal Opportunity (letter attached). The purpose of these changes is to provide you more flexibility to manage the personnel actions at your activity during the DoD downsizing. At the same time the intent of the program to make good placements during the downsizing is not lessened. These changes allow a firm balance of the needs of management and the employee.

2. The changes are listed in order of appearance in the DoD Manual 1400.20-1, and the reference and effect on current wording is indicated. Revision of the entire manual is in process and all of these changes will be incorporated in the new issuance. The new issuance of the manual will most likely be automated and distributed via the Bulletin Board System, which allows for efficient updating.

3. Questions concerning policy changes should be addressed through the component coordinator structure or to the East or West Zone Coordinator offices. Procedural questions, particularly those involving automation, should be addressed to DDSC. As always, comments or suggestions to improve the program operation are always welcome.


JAMES D. FORINASH
Director, Defense Data
Support Center



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FORCE MANAGEMENT
AND PERSONNEL

2 JUL 1992

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (MILITARY
PERSONNEL MANAGEMENT AND EO POLICY)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (CIVILIAN
PERSONNEL POLICY AND EEO)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (FORCE
SUPPORT AND PERSONNEL)
DIRECTOR FOR PERSONNEL AND SECURITY, DOD INSPECTOR
GENERAL
DIRECTOR FOR PERSONNEL AND SECURITY, WASHINGTON
HEADQUARTERS SERVICES
DIRECTOR, PERSONNEL AND TRAINING, DECA
CHIEF, PERSONNEL AND SECURITY DIVISION, DCAA
DEPUTY DIRECTOR, HUMAN RESOURCES, DFAS
CHIEF, CIVILIAN PERSONNEL DIVISION, DISA
ASSISTANT DEPUTY DIRECTOR FOR HUMAN RESOURCES, DIA
DEPUTY ASSISTANT DIRECTOR (HUMAN RESOURCES), DIS
STAFF DIRECTOR OF CIVILIAN PERSONNEL, DLA
DEPUTY DIRECTOR FOR HUMAN RESOURCES, DMA
CHIEF, CIVILIAN PERSONNEL MANAGEMENT DIVISION, DNA
DIRECTOR OF CIVILIAN PERSONNEL, NSA
CHIEF, PERSONNEL DIVISION, DODDS
DIRECTOR, CIVILIAN HUMAN RESOURCES, USUHS

SUBJECT: Priority Placement Program (PPP) Changes

The purpose of this memo is to implement policy changes to the PPP. These changes are effective immediately.

In April I circulated for comment the changes that were under consideration. After carefully reviewing and considering your comments, I have adopted those described in the attached. Included is a summary of those adopted, deleted or amended based on your input.

Your operating personnel offices will be notified under separate cover through the normal PPP distribution process.

If you have any questions you may contact Ms. Pat Bradshaw, Director, Staffing and Career Development on 703-693-5235.

Sara B. Ratcliff

SARA B. RATCLIFF
Deputy Assistant Secretary of Defense
Civilian Personnel Policy/Equal Opportunity

Attachments:
As stated



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL SYSTEMS CENTER
5113 Leesburg Pike, Suite 302
Falls Church, VA 22041

REPLY TO DCPSC

(Mr. Forinash/(AV)986-6449/ek)

13 Jul 92

DDSC, 200 FREEDOM ROAD, SUITE 1
DAYTON, OH 45444-5310

SUBJECT: Priority Placement Program (PPP) Update 92-1

TO: Civilian Personnel Officer
All DoD Activities

1. This Update contains changes in policy and procedures for the Priority Placement Program (PPP). These changes are made with DoD's principal objectives during the drawdown in mind, namely, to reduce employment, minimize layoffs, assist laid-off workers, and achieve balance. Along with these goals and the added aim of providing local commanders with the flexibility to manage a rapidly changing work force, the following changes are implemented. Each change is followed with the reference from DoD 1400.20-1-M that is amended.

a. Personnel actions at activities being closed or substantially downsized. Generally, permanent promotions and appointments will not be made within 24 months from when an activity is scheduled for closure. Except that Component career program employees or those on formal mobility agreements may be promoted or reassigned from within or outside the closing activity into a position pre-identified as 'key or critical to base operations' at the closing activity. Such employees cannot be moved into the vacancy under this provision from outside the commuting area unless the Stopper List is cleared regardless of location. Such employees or PPP registrants who accept an offer will be placed on a permanent basis, commit to staying at the activity until closure, and sign a mobility agreement that specifies ineligibility for PPP registration as a result of base closure. An offer extended to a PPP registrant during the six months prior to closure, or an offer extended to a registrant outside the commuting area 7-24 months prior to closure may be declined as invalid.

Replaces Ch 2, pg 2-8, para J2.

b. For activities undergoing a substantial RIF, permanent appointments and promotions may be made if they have no adverse effect on employees involved in the upcoming RIF. No action may be taken which will subsequently impact on the placement rights of employees impacted by RIF either to deny their placement or to take action which would remove them from RIF competition.

Replaces Ch 2, pg 2-8, para J2.

c. During the six months prior to base closure, an activity is not required to clear the Stopper List except as required in paragraph J2 (See paragraph 'a' above). For the 7-24 months prior to closure, an activity must clear the Stopper only for 'T'-coded registrants in the commuting area, except as required in paragraph J2 (See paragraph 'a' above).
Replaces Ch 2, pg 2-12 through 2-14, para J13.

d. Establish a new para K, entitled HIRING FREEZE, Ch 2, pg 2-14, as follows: PPP placements are normally excepted from hiring freezes. If it is necessary for the Command to impose a total freeze, approval must be obtained from DASD (CPP/EO) for exemption from the PPP. Individual activities may obtain hiring freeze approval on a case-by-case basis from the appropriate DoD Zone Coordinator.

e. Local Commanders may approve early registration, for PPP registrants expected to be separated due to RIF, up to one year prior to the effective date of base closure or RIF. An additional year may be granted by the Zone Coordinator (total of two years) at the request of the base commander. Item 41, Separation Date of Registration/File Maintenance Format #1 will always be the date or anticipated date of RIF action/separation. Item 42 will be one year from the RIF action/separation date.

Early registration in the DoD PPP is voluntary. Employees who register and decline a valid offer during early registration will immediately be removed from the PPP for the remainder of the early registration period. Upon receipt of a specific RIF separation notice, employees entitled to severance pay will immediately be registered (reregistered if declined offer under early registration) under the mandatory registration provisions of this manual. The categories of employees who may decline such offers and are ineligible to reregister upon receipt of a specific RIF notice include:

- Employees who are being separated but are not entitled to severance pay;
- Employees who are offered and accept a change to lower grade under RIF.

Add to Ch 3, pg 3-9, para B9a: as follows:

f. Mandatory registrants who limit their area of referral to the commuting area must be registered for two grades below current grade and for all series for which qualified including the appropriate special skill identifier, such as GS-300, WG-00000 and WG-01111.
Amends Ch 3, pg 3-9, para B3.

g. Remove the fourth sentence of Ch 3, pg 3-11, para B9a: 'However, when the registrant's area of referral extends beyond 250 miles from the registrant's duty station and into a different zone then Zone Coordinator approval is required.' This will remove the 250 mile restriction for distance outside the Zone permitted for registration and allow employees to register in other Zones up to the distance for which they are registered in their own Zone.
Amends Ch 3, pg 3-11, para B9a.

h. In areas significantly impacted by reductions, reorganizations, or other management changes, the Office of the DASD (CPP/EO), through the Zone Coordinator, may require employees to register for all DoD activities within their area of referral when placements restricted to the Component are unlikely to meet the demand for jobs.

Add as last sentence to Ch 3, pg 3-11, para B9a.

i. An offer from a non-DoD Federal agency is not considered a valid offer for purposes of removal from PPP. Individuals who decline offers from non-DoD Federal agencies will remain active in PPP. Remove the entire third sentence of Ch 3, pg 3-16, para B28, which states: "In addition, if the registrant indicated... position of the registrant." Replace the sentence with the following: "An offer from a non-DoD Federal agency is not considered a valid offer for purposes of removal from PPP."

j. The CPO may effect the placement of a graduating, centrally funded intern. The intern must be placed within the Component and have completed the intern training plan. As an alternative to placement at the activity where the training was received, an intern who meets this criteria may be placed at any other Component activity as an exception. Add to Exceptions in Ch 4, pg 4-6, para B.

k. When no vacancy exists, employees may "swap" (reassignments) jobs, within their component. Exception applies across components when an employee eligible for optional or discontinued service retirement who is located at an activity not scheduled for closure "swaps" jobs with an employee (not eligible for retirement) located at an activity scheduled for closure.

Add to Exceptions in Ch 4, pg 4-6, para B.

l. Placement of career program employees or those on formal mobility agreements within the component who were assigned to fill pre-identified "key or critical positions" at closing bases.

Add to Exceptions in Ch 4, pg 4-6, para B.

m. Grievance decisions either through negotiated or administrative procedures, appellate decisions or EEO decisions (including proposed dispositions), as well as written settlement agreements that provide for the placement of an individual and which have the approval of the appropriate local authority will be accomplished as exceptions to the Stopper List.

Replaces Ch 4, pg 4-9, para B11.

n. PPP registrants selected for vacancies requiring a security clearance have the option of: 1) Declining the offer on the basis that the delay in reporting is unreasonable and they wish to remain in the program; or, 2) Being interviewed by the security staff of the gaining activity and a preliminary decision on suitability made. A declination after being interviewed by the security staff will not terminate registration eligibility. An employee accepting the offer will be removed from PPP; however, if the investigation exceeds nine months, the employee can re-register for the remaining period of time from the initial registration.

Amends Ch 5, pg 5-2, para A11.

o. If an overseas separatee has return rights to CONUS, the priority will be established based on the grade level of the return rights when registering for CONUS. The registration for overseas will continue to be based upon the action. Overseas registration is available only if the employee can complete a renewal tour and only in the current theater. If registrant is eligible and elects to register for both overseas and stateside referral, Item 43 of Format #1 should reflect Priority 2 or 3 (based on return rights) for vacancies stateside and Item 45 should show a Priority 1 for vacancies overseas. If employee is registering for either overseas or stateside, not both, the priority will be placed in Item 43 only. (If registering for overseas only, the priority will be '1;' if registering for CONUS only, the priority will be 2 or 3 based on the grade level to which return rights exist.)
Amends Ch 6, pg 6-2, para B3b.

p. An overseas separatee without return rights must register for CONUS and as an option may concurrently register for overseas locations within the current theater, if the employee can complete a renewal tour.
Amends Ch 6, pg 6-3, para B4d.

q. Displaced eligible overseas family member employees on career or career conditional appointments, traveling on their sponsor's orders, may be registered for any activity within the commuting area of the sponsor's new duty location so long as the placement would not result in a PCS move. Their priority will be established in accordance with the action resulting in their displacement.
Amends Ch 6, pg 6-4, para B4h.

r. If not placed within 90 days of registration, a nondisplaced overseas returnee, with return rights, must be file maintained to include all grades down to, but not including, the level to which return rights exist, subject to the three GS (or equivalent) grade limitation.
Add to Ch 6, pg 6-7, para C2e.

s. Eligible overseas family members, registered in Program A, may remain in PPP for 12 months from when they register rather than the current policy which restricts registrations up to 12 months from the time the employee first goes on leave without pay.
Amends Ch 6, pg 6-15, para G1d, and Nondisplaced Family Member Employees Matrix, dated 5 Mar 90, pg 6.

t. Program 'R' is the only means by which employees with grade retention will be afforded priority referral for vacancies for which qualified in DoD activities within the registrant's commuting area. Component coordinators may approve registration for Component activities outside the commuting area. Registration outside the commuting area across Component lines must be approved by the Zone Coordinator.
Replaces App B, pg B-1, para A3.

u. Employees in receipt of a RIF notice offering a change to lower grade with entitlement to grade retention are eligible to be registered in Program 'A' during the specific notice period for referral to all DoD components within the commuting area only. They may be registered for their current grade and for as many as three grades below the current grade down to but not including the RIF demotion grade.
Add to Ch 3, pg 3-11, para B9a, and Replace App B, pg B-2, para C2a.

Initial registration in 'R' program will be for all DoD activities within the commuting area that would not result in a PCS move. Replaces App B, Pg B-3, para C5a and b.

v. Add Attachment 1 to Appendix D which is to be used for requisitioning and registering of CIPMS positions.

w. Replace current Appendix G with Attachment 2 which is revised to include Military Reserve Technicians in Program G.

2. During the past several months other changes have been made and distributed by message or memo. The following states again the new policy and references the changes to DoD 1400.20-1-M.

a. The policy regarding temporary positions and temporary assignments was changed by memo dated 18 Oct 91, subject, Temporary Positions and the Priority Placement Program, signed by Sara B. Ratcliff as shown below. (This policy does not apply to registrants of the Military Spouse Program. Guidance on 'S' Program is contained in Appendix I.)

1. The term 'continuing position' is no longer applicable when referring to temporary (including term) positions or assignments.

2. Temporary positions will be matched against the Stopper List only when there is an official personnel action against the position; e.g., an appointment, extension or conversion.

3. Temporary assignments to permanent positions will be matched against the Stopper List only when there is an official personnel action against the position; e.g., temporary appointment, temporary promotion, detail, or at the end of one year. If recruitment action is taken to fill a position permanently, concurrent with a temporary action, the Stopper List will be cleared for permanent placement.

4. Temporary positions and temporary assignments (other than those for which recruitment for permanent placement has been initiated) will be matched against 'T' coded registrants in the commuting area. When there is a match, the employee's appointment will be temporary or a conversion to a temporary appointment, without a break in service. The civilian personnel office must explain the consequences (see Decision Table in Ch 4, pg 4-19) of conversion actions to the employee, and the employee must concur in writing with this action. The employee may, however, decline the offer without penalty. Additionally, if the employee accepts the offer of a temporary appointment or conversion to a temporary appointment, he/she is entitled to remain in the Priority Placement Program until placed in a permanent position, or the original separation date from the program, whichever occurs first.

This replaces and/or deletes the following policy contained in DoD 1400.20-1-M:

-Deletes Ch 2, pg. 2-9, para 3.

-Delete the words 'of one year or less duration' from Ch 3, pg 3-13, para B17.

- Replace the word 'continuing' with 'permanent' in Ch 3. pg 3-16, para B28, line 4.
- Delete Ch 3, pg 3-17 and 18, para B28g and h.
- Replace the word 'continuing' with 'permanent' in Ch 3, pg 3-18, para B28m, line 1 and pg 3-19, para B30 line 2.
- Deletes Ch 4, pg 4-1 and 2, para A2, a and b. In order to retain some policy contained in this paragraph, add an Exception to Ch 4, pg 4-6, para B, as follows: 'The Stopper List is not applied in the conversion of Veterans Readjustment Appointments (VRA's), disabled veterans and handicap appointees to career/career conditional status. The Stopper is only cleared at the time they enter into the position.'
- Replaces first sentence of Ch 4, pg 4-2, para A4, with 'Part-time, Intermittent, Seasonal, or On-call permanent positions which are vacant will be matched against the Stopper List.'
- Delete Ch 4, pg 4-3, para A5, a, b, c, and the two last paragraphs in their entirety.
- Delete the words 'and those occupied on a temporary basis, as described in paragraph 2 above,' from Ch 4, pg 4-4, para A10.
- Delete Ch 4, pg 4-7, para B1a(4).
- Delete Ch 4, pg 4-9, para B1o.
- Delete Ch 4, pg 4-17, para D13.
- Replace the word 'continuing' with 'permanent' in Ch 6, pg 6-12, para E3, line 1.
- Delete Ch 6, pg 6-12, para E5.
- Add Code 13 as a report action for Acceptance or Declination of temporary position to Ch 11, pg 11-8.
- Delete the words 'of less than one year' from Ch 11, pg 11-8, para 1., line 5. On line 6 replace 'Code 26' with 'Code 13.'
- Remove the words 'which will last for one year or less' from Ch 12, pg 12-4, para C3, where Referral Code 'T' is listed.

b. In a message dated 28 Feb 92, subject, PPP/DORS Policy Changes, an employee's response time to job offers was increased from 24 hours to 3 to 4 calendar days. The following policy replaces the first sentence of Ch 5, pg 5-3, para A12:

'The normal reply time to an offer involving CONUS activities is 3 to 4 calendar days.'

3. These policy changes are effective upon receipt of this document. These changes will be incorporated into a revised DoD 1400.20-1-M which is planned for release in early FY-93.

4. Several DoD Initiatives involving 'job swaps' are included as exceptions to the Stopper List in this Update. The guidance on these will be issued under separate cover by ODASD (CPP/EO) in the near future.

5. Questions on the changes in policy should be directed to the appropriate Zone Coordinator office.

James D. Forinash
 JAMES D. FORINASH
 Chief, Defense Data
 Support Center

PPP OPTION CODES DEFINITIONS

CIPMS

080 SECURITY ADMINISTRATION

INB Intelligence - Automation: protection of information stored, processed, and/or communicated by computer systems

IND Intelligence - Disclosure: determine whether information/data contained in technical reports papers, manuscripts may be released

INI Intelligence - Industrial: work in defense industrial security program (DISP) and know all other security areas: e.g., personnel, disclosure, technology

IIN Intelligence - Information: safeguarding national security information with emphasis on classified/sensitive information

INO Intelligence - Operations: programs designed to deny the enemy information concerning planned ongoing, and completed operations

IPE Intelligence - Personnel: establishment, development, and implementation of policy and procedures to ensure acceptance/retention of personnel in the Armed Forces

IPH Intelligence - Physical: concerned with protection of personnel, property, equipment, and facilities from hostile intelligence activities

INT Intelligence - Technical: policy development or implementation of protecting classified and other sensitive information in electronic form from interpretation and exploitation - e.g., communications security (COMSEC), electronics security (ELSEC), and technical surveillance countermeasures (TSCM)

- 132 INTELLIGENCE SPECIALIST
- IPR Intelligence Production - production and dissemination of intelligence information - includes collection, analysis, and assessment
- IOP Intelligence Operations - processes by which single and multi-disciplines intelligence needs or taskings are satisfied - disciplines include HUMINT, CI, IMINT, MASINT, and SIGINT
- ICD Intelligence Combat Developments - design and development of concepts, organizations, and materiel systems - includes input to the design and development of training and doctrine regarding the organizations and systems
- ITH Intelligence & Threat Support - involves the acquisition, receipt, evaluation, dissemination, and use of foreign intelligence and threat information for U.S. military forces and equipment
- ICI Counterintelligence (CI) - information gathered and activities conducted to protect against espionage, sabotage, or assassinations conducted for or by foreign activities
- IAC Acoustics Intelligence (ACINT) - technical and intelligence information derived from the acoustical "footprint" of the targeted source - includes a variety of surface and sub-surface platforms
- ICO Communications Intelligence (COMINT) - technical and intelligence information derived from intercept of foreign communications
- IEL Electronic Intelligence (ELINT) - technical and intelligence information derived from foreign electromagnetic noncommunications transmissions and/or radiations from other than atomic detonations or radioactive sources

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INTELLIGENCE SPECIALIST

IHU

Human Intelligence (HUMINT) - intelligence information acquired by human sources through covert/overt means and open sources

IMI

Imagery Intelligence (IMINT) - products of imagery and photographic interpretation processed for intelligence use

IMS

Measurement & Signature Intelligence (MASINT) - scientific and technical intelligence information obtained by quantitative and qualitative analysis of data collected by specific technical sensors

RADI

Radar Intelligence (RADINT) - intelligence information derived from data collected by radar

SIGINT

Signals Intelligence (SIGINT) - intelligence information derived from signals intercept - can include communications intelligence (COMINT), electronic intelligence (ELINT), and telemetry intelligence

APPENDIX G

MILITARY RESERVE AND NATIONAL GUARD TECHNICIAN DISABILITY PLACEMENT PROGRAM

(Program G)

A. APPLICATION

This appendix applies to all DoD activities. It prescribes policies and procedures of the Department of Defense Priority Placement Program (PPP) concerning the registration, referral and placement of Military Reserve Technicians, covered by the Federal Employees Retirement System (FERS), and National Guard Technicians, covered by FERS or the Civil Service Retirement System (CSRS), who have applied for or are receiving an annuity under the provisions of 5 United States Code (U.S.C.) section 8456 or 5 U.S.C. Section 8337(h), respectively.

B. PURPOSE

1. This appendix provides a method for registering into the DoD PPP Military Reserve and National Guard Technicians who lose their technician positions because of a disability that disqualifies them from membership in the National Guard or in a reserve component of the Armed Forces, or from holding the military grade required by their technician employment. It also provides for the referral of these technicians for placement in positions in the competitive or excepted service at appropriate DoD activities.

2. All DoD policies and procedures applicable to the Priority Placement Program set forth in this manual apply, except as modified herein.

C. AUTHORITY

1. 5 U.S.C. Section 8337(h)

2. 5 U.S.C. Section 8456

3. 5 C.F.R. Part 330, Subpart H

D. REGISTRATION ELIGIBILITY

1. Current or former Military Reserve Technicians covered by FERS and National Guard Technicians covered by FERS or CSRS, who:

a. Are separated from such positions (or, in the case of National Guard Technicians, were separated from such positions on or after 31 December 1979) because of a service-connected medical disability that disqualified them from membership in the Army or Air

Force Reserve or the National Guard, or from holding the military grade required for such employment;

b. Have not been found by OPM to be disabled under 5 U.S.C. section 8337 (a), or 5 U.S.C. section 8451; and

c. Have applied for or are receiving an annuity under the provisions of 5 U.S.C. section 8337(h), or under the provisions of 5 U.S.C. section 8456. (Eligibility requirements for this annuity are different than for a regular disability annuity.)

NOTE: Registering activities will document each case with all pertinent data necessary to support a, b and c above.

2. The registration of eligible technicians in the Priority Placement Program is mandatory.

E. PROGRAM CODE AND PRIORITY

Eligible Military Reserve and National Guard Technicians will be registered under program code "G" as a Priority 3. The resumes of these technicians will be printed with the legend "Military Reserve and National Guard Technician Disability Program" at the top of the resume.

F. PERIOD OF REGISTRATION

A Military Reserve or National Guard Technician is eligible to be registered as soon as it is determined that the technician is no longer qualified for membership in the Army or Air Force Reserve or the National Guard, in accordance with paragraph D above. Registration eligibility continues indefinitely. Registration will be terminated when one of the following occurs:

1. The registrant is placed in any non-temporary Federal position;

2. The registrant declines a position in the Federal service for which qualified, provided the position is at the same grade, or equivalent level, in the same commuting area and with at least the same tenure and work schedule as the former Military Reserve or National Guard Technician position;

3. The registrant has been restored to earning capacity as determined by OPM under 5 U.S.C., section 8337 or section 8455; or

4. The registrant is subject to any other circumstance which terminates his or her eligibility for an annuity under 5 U.S.C. section 8337(h)(1) or section 8456.

G. PROCEDURES FOR REGISTERING ACTIVITIES

1. Personnel Offices servicing Military Reserve or National Guard Technicians, who become eligible to register under this appendix, will act as the registering activity, with the following exception: the Air Force has designated Headquarters, Air Force Reserve, DPC, as the Air Force registering activity (Activity Code 394A) for purposes of registering eligible Air Force Reserve Technicians who currently or formerly occupied officer level positions.

2. Eligible technicians will be registered only for DoD activities within the commuting area of the technician's last duty station. Individuals will not be registered for any DoD activity which would result in a permanent change of station move. National Guard technician registrants will be registered for the National Guard registering activity if the activity also services positions, which do not require Guard membership, for which the registrant can be referred.

3. Eligible technicians will be registered only for skills for which well qualified and only at the grade level or the equivalent grade level of the Military Reserve or National Guard Technician position from which separated.

4. Registering activities will:

a. Confirm registration eligibility;

b. Complete Format 1 in accordance with Chapter 8 of the manual, except as modified below:

(1) Item 5 Program Code, enter "G".

(2) Items 34 through 38 Skills. The high grade and low grade will be the grade the technician held upon separation (see paragraph G3 above).

(3) Item 41 Separation Date, leave blank.

(4) Item 42 Program Release Date, leave blank.

(5) Item 43 Priority, enter "3".

(6) Items 52 through 56 Individual Activity Selections. Complete in accordance with paragraph G2 above.

c. Counsel registrants:

(1) that a technician's annuity terminates on the date the individual is appointed to a position in the Federal Government or on the date the individual declines an offer of appointment and that they must, therefore, respond to job offer inquiries; and

(2) that registrants referred under these provisions will be expected to enter on duty within two weeks after acceptance of an offer or in no case later than 30 days, without the mutual agreement between the registering and gaining activities.

5. When a position offer is received under the provisions of this appendix, the registering activity must advise the registrant of the offer in writing. This written offer must also include a statement advising the individual that (a) failure to reply will be treated as a declination of a job offer and may result in termination of the annuity, and (b) any indication that he or she does not wish to be considered for the position may also adversely affect the continued receipt of the annuity.

6. Upon appointment or declination of a position offer under the provisions of this appendix, the registering activity will notify OPM in writing of such appointment or declination. This notification should be mailed to the address below and must include the name and social security number of the registrant; the date of the appointment or declination; the title, pay plan, series, grade, and rate of pay of the position; and, if an appointment, the name and address of the employing activity:

Office of Personnel Management
Employee Service and Records Center
Boyers, PA 16017

H. PROCEDURES - GAINING ACTIVITIES

Potential gaining activities will:

1. Match vacancies in the competitive and excepted service against Stopper Lists and submit requisitions in accordance with the provisions in Chapter 4.

2. Make offers in normal priority order. An offer to a Priority 3 Military Reserve or National Guard Technician registrant will be made after other Priority 3 PPP registrants.

3. Effect appointments noting the following: National Guard Technicians are employed by the Guard under excepted appointments and most of them have never acquired competitive status. Public Law 99-586 provides noncompetitive entry for these technicians into the competitive service if they had at least 3 years of service with the National Guard. They must meet qualification requirements and be appointed within 1 year after separation from the Guard as a technician. Those who do not meet noncompetitive entry requirements should be appointed under Schedule A authority 213.3102(j), or other appropriate excepted service appointing authorities. The other Military Reserve Technicians have competitive status, except those in Excepted Service positions (e.g., Intelligence Specialist).

I. RECORDS MAINTENANCE

Registering activities are responsible for the day-to-day maintenance of registration records. In addition, since registration eligibility in this program continues indefinitely, registering activities must establish procedures to assure that the current status of each registrant is determined on an annual basis.



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL SYSTEMS CENTER
5113 Leesburg Pike, Suite 302
Falls Church, VA 22041

REPLY TO DCPSC

DDSC, 200 FREEDOM ROAD, SUITE 1 (Mr. Forinash/(AV)986-5155/ek)
DAYTON, OH 45444-5310

16 Sep 92

SUBJECT: Priority Placement Program (PPP) Update 92-2

TO: Civilian Personnel Officer
All DoD Activities

1. On 13 Jul 92 we issued Priority Placement Program Update 92-1 which contained changes in policy and procedures for the program. Included in that Update was an Attachment 1 which was an addition of three pages (D-6, 7, and 8) containing option codes for requisitioning and registering of Civilian Intelligence Personnel Management System (CIPMS) positions. The attached page D-6 replaces pages D-6, 7, and 8 included in the PPP Update 92-1.

2. If you have any questions, please contact us on AUTOVON 986-5060 or Commercial 513-296-5060.

Encl

James D. Forinash
JAMES D. FORINASH
Director, Defense Data
Support Center

CIVILIAN INTELLIGENCE PERSONNEL MANAGEMENT SYSTEM (CIPMS)

OPTION CODES

ANY APPROPRIATE SERIES

ING Intelligence
INST Scientific & Technical Intelligence Production
+FLP Foreign Language Proficient

(+ indicates the language must be included in Items 39 and 40 on the registration or file maintenance formats.)

080 SECURITY ADMINISTRATION

INB Automation
IND Disclosure
INI Industrial
IIN Information
INO Operations Security
IPE Personnel
IPH Physical
INT Technical

132 INTELLIGENCE SPECIALIST

IPR Intelligence Production
IOP Intelligence Operations
ICD Intelligence Combat Developments
ITH Intelligence & Threat Support
ICI Counterintelligence (CI)
IAC Acoustics Intelligence (ACINT)
ICO Communications Intelligence (COMINT)
IEL Electronic Intelligence (ELINT)
IHU Human Intelligence (HUMINT)
IMI Imagery Intelligence (IMINT)
IMS Measurement & Signature Intelligence (MASINT)
IRA Radar Intelligence (RADINT)
ISI Signals Intelligence (SIGINT)



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL SYSTEMS CENTER
5113 Leesburg Pike, Suite 302
Falls Church, VA 22041

REPLY TO DCPSC

DDSC, 200 FREEDOM ROAD, SUITE 1 (Mr. Forinash/DSN 986-5155/ek)
DAYTON, OH 45444-5310

21 Sep 92

SUBJECT: Priority Placement Program (PPP) Update 92-3

TO: Civilian Personnel Officer
All DoD Activities

1. The following changes must be made to the policy/procedures contained in DoD 1400.20-1-M, dated September 1990:

a. To the PPP Update 92-1, dated 13 Jul 92, add the following sentence as paragraph 2.a.5.: "PPP registrants placed in a temporary assignment are not to be displaced by another registrant when the activity is extending the original length of the assignment."

b. Change Chapter 3, page 3-13, para B.17, of DoD 1400.20-1-M to read: "Employees scheduled for separation and family members/spouses who are available for temporary positions in their commuting area will be identified by entering 'T' in Item 28 of Registration/File Maintenance Format #1."

c. To the PPP Update 92-2, dated 16 Sep 92, which was a list of CIPMS option codes to be filed in Appendix D of DoD 1400.20-1-M, change option code 'INST' listed under 'Any Appropriate Series' to 'IST.'

2. Questions should be referred to Ann Madges, DSN 986-5156 or Commercial 513-296-5156.

James D. Forinash
JAMES D. FORINASH
Director, Defense Data
Support Center



DEPARTMENT OF DEFENSE
DATA SUPPORT CENTER
GENTILE STATION
200 FREEDOM ROAD SUITE 1
DAYTON, OH 45444-5310

IN REPLY
REFER TO:

DDSC (Mrs. Madges/DSN986-5156/ek)

6 May 93

SUBJECT: Automated STOPPER and Referral System (ASARS)

TO: Civilian Personnel Officer
All DoD Activities

1. The Automated STOPPER and Referral System (ASARS) will be implemented 17 May 93 and brings with it major changes in the way positions are cleared.

2. ASARS is one automated system which uses the Bulletin Board System (BBS) to provide a way to requisition for priority referrals through the Automated STOPPER or voluntary referrals through the Automated Referral.

a. The Automated STOPPER is used by DoD 'A' coded activities to match and clear positions which are subject to the DoD Stability of Civilian Employment Program, including the Priority Placement Program (PPP). The Automated STOPPER replaces what was formerly known as the Stopper List/Autodin system. The Automated STOPPER policy is contained in Chapter 4 and the procedures for requisitioning are covered in Chapter 10. There will no longer be a paper Stopper List to review. Clearing the Automated STOPPER will be accomplished by submitting a requisition for each position that is not an Exception (covered in Chapter 4 or granted by the Zone Coordinator structure).

b. DoD activities in foreign areas will continue to receive a hard copy Stopper List with resumes attached until communications make it possible to complete all processing through the BBS. Until such time, these activities must continue to clear the Stopper List for each position unless an authorized exception applies.

c. The Automated Referral may be used by DoD 'A' coded activities for voluntary referrals of individuals registered in the Defense Outplacement Referral System (DORS). The Automated Referral replaces the Overseas Employment Program (OEP) and incorporates the Defense Outplacement Referral System (DORS) into the same system. DORS now allows registration for positions located stateside AND overseas and is strictly a referral system. Requisitioning under the Automated Referral will result in referral of DORS registrants only and it does NOT fulfill the requirement to clear the Automated STOPPER.

3. It is imperative that the attachments be read and studied by all personnelists involved in recruitment and placement. For questions on the process of using the BBS for ASARS, contact DDSC in Dayton, Oh; however, all questions on policy should continue to be directed to your Zone Coordinator's office.

6 May 93

4. The following gives an overview of each attachment; however, in order to understand ASARS, the entire chapter/appendix must be read since procedures have completely changed:

a. Chapter 4 - Contains the policy and procedures for the gaining activity. For the most part, policy remains unchanged; however, the chapter has been reorganized for quicker reference and to incorporate ASARS procedures. In addition to ASARS changes, policy changes/additions from a recent PPP Board Meeting are highlighted below. Remove current Chapter 4 and replace with attached.

(1) Changes on filling temporary positions and temporary assignments are contained in Chapter 4, Paragraph B4 and B5.

(2) The procedures for making offers based on ASARS is contained in paragraph B6 of Chapter 4.

(3) Procedures for clearing positions located in Alaska, Hawaii, and Puerto Rico are contained in Paragraph B17.

(4) An "Exception" is added under "Reassignments and changes to lower grade within the component" when the change does not meet the definition of OPM's transfer of function definition (Paragraph C1b(2)).

(5) An existing "Exception" modified to include "forfeiture placement" of "key or critical position" individuals after the base closes (Paragraph C1e(7)).

(6) GS-1702, Education and Training Technician/Aid, are not included under the GS-300 special skill identifier for PPP purposes (Paragraph E1).

(7) Includes new procedures for clearing Apprentice (WT) positions in Paragraph E4.

b. Chapter 10 - Contains the requisitioning procedures for ASARS which includes mandatory requisitioning under the Automated STOPPER and voluntary requisitioning under the Automated Referral. A copy of the new Position Requisition/Control Format is included and the chapter contains instructions on the completion of each Item on the format. Remove current Chapter 10 and replace with attached.

(1) The beginning of the chapter explains ASARS and the remainder is broken into two parts. The first contains the Automated STOPPER and the last few pages cover the Automated Referral.

(2) This chapter contains reference to the Reemployment Priority List (RPL) which will be an automated DoD referral program and will be issued as a separate appendix in the next few months.

c. Appendix C - Contains codes for completion of Items contained on the Registration/File Maintenance Format.

(1) Line through page C-5 and C-8 but leave in appendix; discard Page C-9. Replace these pages by inserting attached Pages C-9, C-10 and C-11.

6 May 93

(2) Please take special note that the code for Germany has been changed from GE to GM.

(3) The remaining pages of this appendix will be updated when the entire manual is revised in the next few months.

d. Appendix L - This new appendix contains the DORS policy and procedures and replaces the DORS USER'S GUIDE, dated January 92, which is now obsolete. We have not included the attachments that were originally included in the DORS USER'S GUIDE since they are already part of the basic DoD 1400.20-1-M.

(1) DORS is now used to register/refer individuals for overseas locations. (The Overseas Employment Program [OEP] is obsolete.) There is no longer an "Acceptance List" containing acceptable positions, grades, and locations for overseas positions. Individuals are registered for up to five skills for which eligible and up to 20 countries for which available to work.

(2) We have removed all dates from "Z" program registrations; therefore, review new procedures on page L-4 and file maintain, if necessary.

e. Copy of revised Registration/File Maintenance Format which will be used for all programs.

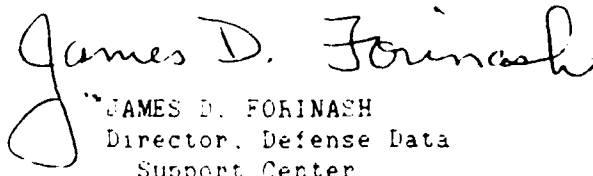
(1) Item 15 has been changed and may require file maintenance for current registrants.

(2) Item 56 is now used for entry of up to 20 country codes for DORS referral.

5. Current Chapter 7, Overseas Employment Program (Program B) and Chapter 12, Autodin Procedures, must be removed and discarded. The "holes" created by the deletion of these chapters will be fixed when the entire DoD 1400.20-1-M is rewritten and distributed in the next three months.

6. Upon implementation of ASARS, current active requisitions under the AUTODIN system will be closed automatically by DDSC. All outstanding referral resumes (received as a result of requisitioning from the Stopper List or Autodin) must be worked and returned with appropriate report actions. If you have outstanding resumes that you are working, it is not necessary to submit a new requisition under ASARS if selection is made from a referral on hand. However, if a current active requisition is unmatched or you have worked all referral resumes in hand, it is necessary to submit a new requisition. It will be important to keep all documentation to ensure you have a proper audit trail on the action.

7. Questions on the automation procedures of ASARS should be directed to DDSC in Dayton. All policy questions must be referred to the appropriate Zone Coordinator office.


JAMES D. FORINASH
Director, Defense Data
Support Center

POSITION REQUISITION/CONTROL FORMAT

REQUISITION CONTROL NUMBER

REQUISITIONING ACTIVITY

COMPONENT CODE

NUMBER OF VACANCIES

PAY GROUP, SERIES, GRADE ...

OPTIONS

REMOTE ACTIVITY

REMOTE STATE / COUNTRY CODE

REFERRAL/ALTER/CANCEL CODE

TEMPORARY ONLY

ONE-TIME CLEARING

REGISTRATION/FILE MAINTENANCE FORMAT

INFORMATION YOU PROVIDE IS PROTECTED AND ONLY DISCLOSED IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

[illegible][illegible]

SKILLS:

34. SKILL 1
35. SKILL 2
36. SKILL 3
37. SKILL 4
38. SKILL 5

PG	SERIES	OPTIONS	HI GR	LO GR	EX	HI HLD

ADDITIONAL EMPLOYEE INFORMATION / SPECIAL QUALIFICATION:

39. INFO 1

40. INFO 2

41. SEPARATION/EFFECTIVE DATE OF CHANGE TO LOWER GRADE DATE - YR, MO, DAY

42. PROGRAM RELEASE DATE - YR, MO, DAY

43. PRIORITY

44. OVERSEAS COUNTRY LOCATION

45. RETURN RIGHTS

46. RETURN RIGHTS TO ALASKA, HAWAII, OR PUERTO RICO ? ENTER AK, HI, OR RQ

47. ZONE SELECTIONS

48. REGION SELECTIONS

49. STATE SELECTIONS 1-14

50. STATE SELECTIONS 15-28

51. COMPONENT

ACTIVITY SELECTIONS:

52. ACT 1-10

53. ACT 11-20

54. ACT 21-30

55. ACT 31-40

56. CTRY 1-20

57. AVAILABLE FOR PRIVATE SECTOR CONSIDERATION

58. PRIVATE SECTOR REGION CODE

59. PRIVATE SECTOR STATE CODE 1

60. PRIVATE SECTOR CITY 1

61. PRIVATE SECTOR STATE CODE 2

62. PRIVATE SECTOR CITY 2

63. PPP APPROVING OFFICIAL

I CERTIFY THAT I HAVE BEEN COUNSELED CONCERNING THIS REGISTRATION/FILE MAINTENANCE.

 REGISTRANT

 DATE

 CPO

 DATE

CHAPTER 4

PRIORITY PLACEMENT PROGRAM GAINING ACTIVITY POLICIES AND PROCEDURES

A. INTRODUCTION

This chapter contains policy and the Automated STOPPER procedures pertaining to gaining activities. Detailed procedures for requisitioning through the Automated STOPPER and Referral System (ASARS) upon receipt of a Standard Form (SF) 52 or the commencement of recruitment are presented in Chapter 10 of this manual. The policy for clearing the PPP Automated STOPPER must be followed unless specifically excluded by paragraph C, exceptions, below or when the responsible Zone or Regional Coordinator, under delegated authority, grants an exception.

B. GAINING ACTIVITY POLICY

1. All positions in the Competitive and Excepted Service at grades GS-1 through GS/GM-15, all Federal Wage System grades and all special pay systems are subject to the Automated STOPPER unless specifically exempt. Upon receipt of a referral resume indicating registrants are available for placement, the policies and procedures outlined in this chapter apply.

a. Priority 1 and 2 Registrants. When Priority 1 or 2 registrants are available, all promotions, demotions, reassignments, appointments (including reinstatements), and transfers are prohibited. The activity may not fill a matched position by competitive or noncompetitive action, except as provided herein. This restriction applies even when the activity is prohibited from increasing on-board strength. In such cases, the activity must either obtain authority from within the component to make an offer or refer the matter to the Zone Coordinator.

b. Priority 3 Registrants. When Priority 3 registrants are available, all appointments (including reinstatements) and transfers are prohibited. The availability of Priority 3 registrants will not preclude the filling of positions by promotion, demotion, or reassignment, provided a person currently employed on a non-temporary appointment, including term, within the component is selected. For this purpose there are five components: Army, Navy, Air Force, Defense Logistics Agency (DLA) and the Defense Agencies. When consideration is to be given to candidates not currently employed within DoD, a requisition must be submitted immediately using a referral code (see Chapter 10) that includes the Priority 3 registrants. (Guidance on Military Spouse Preference Program registrants is contained in Appendix I.)

2. CHANGING, CANCELLING OR DELAYING A FILL ACTION: Under no circumstances shall a position be changed as to series, grade, location or option code(s); canceled; or fill action delayed for the purpose of avoiding making an offer to a PPP registrant. Changes, cancellations, or delays in requisitioning or making an offer will be subject to investigation and corrective action by Zone and Regional Coordinators. To avoid an investigation, the activity should obtain Zone Coordinator approval prior to cancelling or changing a position once it has received referral resumes through the Automated STOPPER.

3. PERMANENT POSITIONS: All activities in the United States and Puerto Rico must match all vacant positions through the PPP Automated STOPPER. This includes vacant positions that are located outside the United States but serviced by a civilian personnel office in the United States. (Chapter 6 of this manual contains the policy for overseas activities.) The term "activity" includes all organizations serviced by one Civilian Personnel Office (CPO). An activity must submit a requisition through the PPP Automated STOPPER, upon receipt of an SF-52, Request for Personnel Action, or equivalent request, or when recruitment begins on the basis of an anticipated request. This applies to Competitive and Excepted Service positions. Requisitions are to be submitted to the Defense Data Support Center (DDSC) via the Bulletin Board System (BBS). The requisition will remain active during the recruiting cycle until the position is filled with a PPP registrant, an in-service referral list is issued or a commitment is made.

4. PERMANENT AND TEMPORARY PART-TIME, INTERMITTENT, SEASONAL OR ON-CALL POSITIONS: All vacant permanent and temporary part-time, intermittent, seasonal and on-call positions are subject to the PPP and requisitions must be submitted.

a. A requisition will be submitted and offers made in priority order to those registrants whose residence is within the commuting area of the position. Registrants may decline offers of permanent part-time, intermittent, seasonal, or on-call positions without affecting registration eligibility, unless the hours of employment of the registrant at the time of registration eligibility were essentially the same as or less than those of the position being offered. For example, a parttime employee/registrant working 20 hours per week offered a part-time job working 20 or more hours per week must accept the offer or be deleted from the PPP. Registrants restricting their availability to part-time, intermittent, seasonal, or on-call jobs within the commuting area must accept offers of permanent positions with essentially the same work schedule as the position held at the time of registration or be deleted from the PPP.

b. Registrants may accept or decline temporary part-time or intermittent jobs without penalty and remain in the PPP.

c. Employees of the Panama Canal Commission, registered by Activity Code 0/5A, must be offered seasonal positions. Panama Canal Commission employees placed in seasonal positions under this provision will have all PCS costs paid by the registering activity. DoD activities are not authorized to pay the temporary Quarters Subsistence and Miscellaneous Expense Allowance for such employees.

5. FULL-TIME TEMPORARY POSITIONS AND TEMPORARY ACTIONS AGAINST PERMANENT POSITIONS

a. Temporary Positions: Vacant temporary positions expected to last one year or less, except those which support special hiring programs such as the Federal Summer Intern Program, the Federal Summer Employment Program or the Stay-In-School Program, that will be filled from outside the activity workforce must be matched against PPP registrants identified with a "T" code through the Automated STOPPER (see Chapter 10 for requisition procedures). When registrants are referred for temporary positions offers are to be made only to those residing in the commuting area and appointments effected only after the registrant has been separated with a break in service of more than three days, unless the person is currently employed by the activity having the vacancy. Accordingly, the responsibility for payment of lump sum leave and severance pay remains with the releasing activity. Registrants may decline offers to temporary positions and continue in the PPP; however, the registration will be changed to indicate availability only for permanent positions.

b. Extensions of Temporary Appointments: Temporary positions filled initially from outside the activity by other than a PPP registrant will be matched through the Automated STOPPER again when there is a request to extend the temporary action beyond one year unless the total assignment period is less than one year in which case follow-on matching is not required. Any extension that causes the action to exceed one calendar year will subject the position to Automated STOPPER procedures. If the requested extension is for a person referred through the Automated STOPPER the action should be processed without submitting a requisition to the DDSC.

c. Counseling: PPP registrants who are still employed should be informed of a possible loss of retained grade and pay entitlement when they accept a temporary position as a direct result of RIF or follow-on placement action. Entitlement to

grade and pay retention depends on the nature of the appointment held by the employee immediately before the action taken. Consequently, employees downgraded after receiving a temporary appointment at the former grade are not entitled to grade/pay retention. However, an employee who is immediately downgraded by means of a permanent appointment or a temporary appointment would continue to be entitled to grade and pay retention (based on the initial action, not the subsequent action) even if he or she is subsequently downgraded, temporarily promoted or permanently promoted to an intervening grade. The Retained Grade and Pay/Temporary Employment Decision Table (Figure 4-1) at the end of this chapter will assist in the counseling.

d. Term Positions: Term positions by definition are expected to last between one and four years. As a result, it has been determined that vacant Term Positions must be matched against the Automated STOPPER in the same manner as permanent positions. When PPP registrants are referred, offers will be made and appointment actions processed as though the position is permanent. Offers of term positions constitute valid offers and declinations will result in the registrants deletion from the Program.

e. Temporary Actions Against Permanent Positions: When the activity plans to fill a permanent position on a temporary basis and the exceptions in paragraph c of this chapter are not applicable, the following procedures must be followed:

(1) Upon receipt of the SF-52 or similar document requesting fill action or when recruitment begins, whichever is earlier, a requisition must be submitted to the Automated STOPPER for permanent action.

(2) If PPP resumes are referred, offers will be made in priority order and the personnel action will be for career or career-conditional status or permanent status if the position is in the Excepted Service.

(3) If the position is filled on a temporary basis from a source other than a PPP registrant a "one time clearing" requisition must be submitted to DDSC every thirty (30) days, using referral code "P" (P1 and 2 registrants only), as long as the position is filled on a temporary basis.

(4) When resumes are referred as a result of requisitioning under the process described in paragraph B5e(3) above, offers will be made in priority order to those registrants who have or will be separated by RIF without an employment offer, declined transfer or function outside the commuting area and are facing separation, or are being furloughed for more than six (6) months. Any other Priority 2 resumes may be returned to DDSC.

using code 26 with an explanation. Should an offer be accepted, the temporary assignee to the position will be displaced not later than the reporting date of the PPP registrant.

(5) PPP registrants who accept such offers will be permanently assigned to the position. These offers are considered valid offers and declination will result in the registrants deletion from the Program.

6. WORKING RESUMES: Offers will always be made in priority order; however, if while working a lower priority, a higher priority is referred subsequently through the automated system, the activity may continue to work the resumes initially referred before working the new referrals in priority order.

7. NEW CLASSIFICATION STANDARDS: When UPM issues new classification standards which result in positions being changed from one occupational series to another, activities should requisition for both the "new" and "old" series, and option code(s), if appropriate, until DDCU has issued notification that it will be done automatically by the computer. Once notification is provided that the computer will match both series automatically, a requisition need only be submitted for the "new" series. The system will provide referral resumes for both series. Offers should be made in priority order regardless of whether the individual was registered for the "old" or "new" series.

8. RE-ENGINEERED POSITIONS: When a position is to be filled at one of several grades, a requisition will be submitted at the target grade. For example, if a GS-12 position is to be filled at grade GS-9, GS-11, or GS-12, the requisition will be for grade GS-12. However, if the position is to be downgraded with no intent to return it to the original grade, the PPP Automated STOPPER will be cleared at the new permanent grade.

9. FORMAL TRAINING PROGRAMS: For positions covered by a formal training program, as described in FPM Chapter 410, such as Apprentice or Management Intern, a requisition must be submitted for the entry grade(s). The requisition must include the "Trainee" (TKA) option code. Registrants already fully qualified in the field of the position are not to be offered formalized trainee positions.

10. UPWARD MOBILITY POSITIONS: Positions below GS-9 or WG-8 (and other comparable Federal Wage Systems positions, e.g., WL and WS with representative rates equal to or less than GS-8) may be re-engineered to lower grades under a formally established and documented Upward Mobility Program, as described in FPM Chapter 713, without clearing the PPP Automated STOPPER at the target grade, provided there has been advance identification. For example, the Upward Mobility Plan or Affirmative Action Plan

specifies that the first ten WG-6907-05/6 vacancies occurring during the fiscal year will be reclassified to WG-6907-4 to provide opportunities for under-utilized employees, or the first two GS-525-6/7/8 Accounting Technician vacancies each quarter will be restructured to GS-4 trainee positions to provide opportunities for clerical employees serving in the GS-501, 530, 540, or 545 series. Such re-engineered positions will be matched by submitting a requisition at the entry grade using the "TRA" option code. When formally documented plans do not identify in advance the kinds of positions to be re-engineered, a requisition must be submitted at the full performance level.

11. CONTRACTING STUDIES: Positions in functions under study for possible contracting out are considered to be permanent and will be matched by submission of a requisition unless an actual bid solicitation date has been established and announced. The mere inclusion of a bid solicitation date in a long-range planning document does not constitute an "established and announced" date. After the bid solicitation date such jobs must be cleared through the Automated STOPPER under the temporary provisions in paragraph B5 above.

12. INTERDISCIPLINARY POSITIONS: Requisitions for interdisciplinary positions, (i.e., positions which may be filled by an applicant qualified for any one of several General Schedule series), must be submitted for each qualifying occupational series at the grade of the vacancy. Resumes referred for all series must be assembled in priority order and an offer made to the highest priority registrant regardless of the series for which the registrant was referred.

13. GRADE CONTROLS: Placements of PPP registrants are to be treated as exceptions to the average grade and high grade control restrictions.

14. VETERANS PREFERENCE POSITIONS: The provisions of the PPP do not supersede requirements for filling positions restricted to veterans preference eligibles. When such positions are to be filled and only nonpreference eligibles are available in the PPP, the procedures of FPM 330, Subchapter 4, paragraph 4-3c, will be followed.

15. PPP INTERROGATION OR DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DUKS) AS A SOURCE OF RECRUITMENT

a. Activities with unmatched vacancies are encouraged to use registrants as a primary source of recruitment. When a position is unmatched and an activity intends to fill a position at the full performance level with a non-DoD candidate, strong consideration will be given to downgrading the job to see if a registrant is available through the PPP at a lower grade. This should be accomplished by using the interrogation procedure

outlined in Chapter 13 of this manual. This will provide DoD registrants with additional placement possibilities into jobs with growth potential. To see if registrants are available at lower grades, contact the Defense Data Support Center and ask that an interrogation be processed.

b. In order to provide other interested DoD employees consideration when vacancies are unmatched with Program registrants, activities are encouraged to requisition DORS.

c. Selection of a registrant through the interrogation process or through DORS must be in accordance with activity RIF or merit promotion plans.

16. VRA AND HANDICAPPED APPOINTMENTS: Prior to the appointment of persons under the Veterans Readjustment Appointment (VRA) and Handicapped Program authorities, positions will be matched at the full performance level and offers made to available registrants in priority order.

17. ALASKA, HAWAII AND PUERTO RICO POLICY: Activities in Alaska, Hawaii, Puerto Rico and activities who requisition to fill positions in these locations will apply the Automated STOPPER as follows:

a. Priority 1, 2 and 3 restrictions outlined in paragraph B1 and 2 above will be applied when the position to be filled is from outside the specific state/commonwealth.

b. Priority 1, 2 and 3 restrictions outlined in paragraphs B1 and 2 above will be applied when the position to be filled is from within the specific state/commonwealth and the resumes referred are for registrants who: last resided in (prior to overseas assignment), have return rights to, or are presently or were last employed in the specific state/commonwealth or are family members/military spouses (registered in the Nondisplaced Overseas Family Member Program, Military Spouse Preference Program or Army Family Member Program) whose sponsors are relocating to the specific state/commonwealth. See Chapter 10, paragraph B1b(1)(b) for procedures on how to requisition for registrants who meet these conditions.

18. AUDIT TRAIL: Each activity will maintain sufficient documentation to provide an audit trail for each position cleared through the Automated STOPPER in accordance with Chapter 1 paragraph C.

C. EXCEPTIONS

1. The following situations may be excepted from Priority 1 and 2 restrictions. These exceptions may be invoked by the Civilian Personnel Office without prior Coordinator approval.

when invoked, a requisition is not to be submitted to DDSU except as required in paragraph a(4) below. This includes vacancies at remote locations.

a. Promotions which are exceptions to competitive procedures under FPM 335, Chapter 1-5c, and under DoD regulations; however, it is not the intent of the PPP to allow exceptions when true vacancies exist.

(1) The two types of career promotions:

(a) A promotion without current competition when at an earlier stage an employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan); or

(b) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities;

(2) A career ladder promotion following non-competitive conversion of a cooperative education student in accordance with the requirements of FPM Chapter 308.

(3) A position change from a position having known promotion potential to a position having no higher potential.

(4) Selection of a candidate from the Reemployment Priority List for a position at a higher grade than the one last held in the competitive service provided there are no Priority 1 or 2 registrants referred who are still employed in the component.

(5) Repromotion of a current activity employee to a grade or position from which demoted without personal cause and not at his or her request.

(6) Selection of a candidate not given proper consideration in a competitive promotion action.

(7) The promotion of an employee through competitive procedures when an incumbered position has been upgraded as a result of planned management action and the addition of another person would result in someone being adversely affected by RIF.

(8) The promotion of an employee whose position is upgraded without significant change in duties and responsibilities due to issuance of a new classification standard, or a position change permitted by reduction in force

procedures, provided the same employee whose position is affected is placed in the new position. These actions must be consistent with FPM 335, 1-5b(1) and (2).

b. Reassignments and changes to lower grade within the component:

(1) Made for formal development/training purposes, as provided by FPM Chapter 410. (This does not include entry-level type positions as provided for in paragraph B10 above.)

(2) When an employee's work is relocated, either within or outside the commuting area, from one competitive area to one or more other competitive areas and, but for the fact that the function is already being performed in the new competitive area(s), the action would meet UPM's definition of transfer of function in FPM 351. This provision applies only for jobs at the same grade and with "Reassignment" as the Nature of Action.

c. Reassignment or change to lower grade within an activity of:

(1) an employee who occupies a position scheduled to be abolished or functionally transferred out of the commuting area within one year.

(2) an employee whose position is to be regraded downward to correct a classification error or comply with new or revised classification standards,

(3) an employee whose position has been redescribed as a result of position review,

(4) an employee who has been found by appropriate medical authority to be medically disqualified for the current position to which being assigned,

(5) VRA and handicapped employees and 30% disabled veterans serving as a result of special appointing authority reached in RIF to vacancies under the jurisdiction of the same CPU.

(6) Senior Executive Service employees removed during the probationary period or at any time for less than fully successful performance. This applies to Change-to-Lower-Grade actions only.

(7) Surplus employees under the jurisdiction of the same CPU providing personnel servicing to one or more components when excess personnel exist in one and vacancies exist in the other.

d. Reassignments within an activity:

(1) When the vacancy of the same series, option (if any), and grade created by the reassignment is made available to the PPP by submission of a requisition to the PPP Automated STOPPER; Both positions must be in the same commuting area.

(2) Of part-time employees to full-time positions when the part-time position was acquired as a result of reduction-in-force from a full-time position.

e. The placement of:

(1) Employees who fail to complete satisfactorily the supervisory or managerial probationary period required by FPM Chapter 315, Subchapter 4.

(2) Employees to satisfy enforceable assignment rights, such as statutory or administrative reemployment rights, or reinstatement from RPL.

(3) A centrally funded intern. The intern must be placed within the Component. Such action must result from reduction in force, lack of funds, manpower reductions, base closure, etc.

(4) CU-OP Students at the time they enter into the positions and when all required training and education are completed and they are available for conversion to career-conditional appointments.

(5) Veterans Readjustment Appointees (VRA) and Handicapped Program employees when all required training and education are completed and they are available for non competitive conversion to a career-conditional appointment.

(6) An individual either through a negotiated grievance decision or administrative procedures, appellate decisions or EEO decisions (including proposed dispositions), as well as written settlement agreements and which have the approval of the appropriate local authority.

(7) Career program employees or those on formal mobility agreements within the component who were assigned to fill pre-identified "key or critical positions" at closing bases. This exception applies to the follow-on placement of such employees after the base closes.

(8) Serviced employees of another component under a cross-servicing agreement that provides under the merit promotion plan for consideration of all employees within the serviced organizations as an exception to Priority 3 registrants.

(9) Individuals who are returning from Bureau of Employee Compensation (BEC) rolls to a position at a grade no higher than that held at the time of BEC eligibility.

f. The change of an employee from part-time, intermittent, seasonal, or on-call to a full-time schedule on the position or record may be effected.

g. A Nonappropriated Fund (NAF) employee who is converted to appropriated fund status in the same job, i.e., "same desk" and work unit, may be converted without regard to PPP restrictions. This PPP exception does not apply when an employee is moved from a NAF job to a different appropriated fund job.

h. When no vacancy exists, employees may "swap" (reassignments) jobs, within their components. Exception applies across component lines when an employee eligible for optional or discontinued service retirement who is located at an activity not scheduled for closure "swaps" jobs with an employee (not eligible for retirement) located at an activity scheduled for closure. Under OPM rules, employees who job swap into a closing base to get Discontinued Service Retirement (DSR) must be at that closing base for at least one year to get DSR eligibility.

2. The Zone Coordinator or the Regional Coordinator, under delegated authority, may approve other promotions, reassignments, and changes that are in keeping with the spirit and intent of the PPP and which are not provided for elsewhere. Zone Coordinators will delineate the types of situations which may be submitted for consideration under this provision. When a timely exception is requested, a requisition is not to be submitted to the PPP Automated STOPPER unless the exception is denied.

D. AUTOMATED STOPPER PROCEDURE

1. Requisitioning Procedure: A requisition must be submitted to DDSC through the BBS for each position subject to clearing through the Automated STOPPER. If a position does not meet one of the Exceptions listed in this chapter, the position is subject to the Automated STOPPER and a requisition must be submitted in accordance with the procedures in Chapter 10 of this manual.

2. SELECTION FROM IN-SERVICE REFERRAL LISTS OR OPM CERTIFICATES: Requisitions for positions remain active until all Priority 1 and 2 registrants are cleared and an in-service referral list is issued. If selection is from an OPM certificate or from a list issued by an OPM Delegated Examining Unit or lists issued under an OPM Direct Hire Authority the vacant position remains active until commitment.

a. When an in-service referral list is issued to a selecting official, the requisition should be canceled using a referral code "F." This applies if the activity anticipates a selection will be made from among those federal service employee eligibles who were within reach and initially referred to the selecting official. A selection must be made from the referral list during its authorized life as established by local merit promotion plan, labor-management agreement or component policy. If, at any time, referral eligibles other than those within reach initially are required or desired, the Automated STOPPER restrictions and procedures are again applicable to the position and a new requisition must be submitted.

b. When a referral list is issued to a selecting official containing non-federal service candidates from an OPM certificate, OPM Delegated Examining Units or under OPM Direct Hire Authority, the requisition is not cancelled until the vacancy is committed.

3. POSITIONS WITH ADMINISTRATIVE OR STATUTORY OBLIGATIONS: Positions which have administrative or statutory obligations, such as those to which overseas employees have return rights, will be cleared by requisitioning. If a match occurs and the position being offered is obligated, the PPP registrant will be fully advised of the circumstances, including the anticipated return date of the former incumbent. Offers of positions to which employees have return rights may be declined by registrants without affecting their PPP registration eligibility. When the CPD has been officially notified that the person to whom a position is obligated is returning, such as when the overseas tour is nearing completion, that position will not be matched.

4. PERMANENT PART-TIME, INTERMITTENT, SEASONAL OR ON-CALL ACTIONS: Part-time, intermittent, seasonal, or on-call permanent positions which are vacant or temporarily incumbered will be matched through the Automated STOPPER. Any resumes of registrants outside the commuting area of the position, except those of Panama Canal Commission employees referred for seasonal jobs, will be returned unused to DDSC with a Report Action Code 26, and an explanation of the nature of the job (i.e., part-time, intermittent, seasonal or on-call) and a statement that the registrant is not in the commuting area.

E. FILLING POSITIONS

1. GS 1-4 CLERICAL AND ADMINISTRATIVE SUPPORT POSITIONS: For positions at GS-1, 2, 3, or 4, with occupational series covered by OPM's X-118 Clerical and Administrative Support Standard, a requisition must be submitted for the specific series and option codes, if applicable, and the computer will match automatically against the GS-300 special skill identifier. The GS-2091, Sales Store Clerical, and GS-1702, Education and Training Technician/Aid, are not included under the GS-300

special skill identifier for PPP purposes: therefore, the computer will not refer such registrants in response to requisitions for these series.

2. WG 1-4 POSITIONS: For positions at grades WG-1, 2, 3, or 4, a requisition must be submitted for the specific series. The computer automatically refers registrants from both the WG-00000 and the specific series. Resumes from both sources, upon receipt, will be merged in priority order and registrants made an offer in accordance with normal priority procedures.

3. TRADES HELPER POSITIONS: For WG-5 Trades Helper positions a requisition must be submitted. The computer automatically refers registrants for both the WG-01111 and specific series. Resumes from both sources must be merged in priority order and offers made in normal priority order.

4. APPRENTICE POSITIONS: For Apprentice (WT) positions a requisition will be submitted for the WT pay system, the appropriate series and the Trainee (TRA) option code. No grade or apprentice training step or level will be used with the requisition. The computer automatically refers all matching WT registrants. Upon receipt of referral resumes, offers will be made in priority order, without regard to the registrant's training step or level. Apprentices placed through the PPP from one activity's apprentice program to another in the same trade will be given full credit for applicable training requirements that have been completed satisfactorily. Should apprentices be placed in a different trade, the gaining activity will assess their education, training and experience to determine the appropriate training level.

5. EXCEPTED SERVICE POSITIONS: For Excepted Service positions registrants must meet any special requirements and must be advised that the position is in the Excepted Service. A declination will not terminate the registration unless the current or last job held by the registrant was in the Excepted Service.

6. CIVILIAN PERSONNEL AND ENGINEERING POSITIONS: For positions in the GS-201, Civilian Personnel Specialist, and the GS-801, Professional Engineer, series, option codes are used to describe specific series. For example, STB (staffing) describes the GS-212 series, and CIB (civil) describes the GS-810 series. (See Appendix D for other option codes in these series). Requisitions for vacancies in the specific series, e.g., GS-212, 221, 230, 233, 235 or 810, 819, 830, 840, 850, 854, 855, 861, 893 or 896 will be automatically matched for both the specific series and the GS-201 or GS-801 series, respectively, with matching options. Offers will be made in priority order.

7. GM POSITIONS: When requisitioning for a GM position, use the GS pay system. Upon receipt of referral resumes, only those registrants who indicated availability for GM on their registration must be considered. A "G" or "B" in Item 27 of the resume indicates availability for GM positions.

8. GS/GM SUPERVISORY POSITIONS: Offers for second and higher level supervisory positions are not required unless the registrant has previously successfully held a supervisory position. However, registrants scheduled for separation whose current position is supervisory, as identified in the current position title, must be made an offer even though Item 27 may not reflect such availability. This does not prohibit the offering of such positions if the gaining activity wishes.

9. OPTION CODES: The only option codes authorized are those contained in Appendix D. These codes must be included in the requisition when required by the position. The computer will match option codes as follows:

a. A requisition with one option code will result in the computer searching for the specific match as well as those registrations for the same series and grade having two option codes, one of which matches the position. For example, a position of Firefighter, GS-081-05, with a "Structural" (STE) option also will be matched against GS-081-05 registrants reflecting the STE option in combination with any other option such as STE and AIB, "Airfield." Offers must be made in Priority order.

b. A requisition with two option codes will be matched only against registrations with precisely those of the position.

c. For positions with more than two option codes and positions with options other than those in Appendix D to this manual, a requisition must be submitted with NO option codes.

10. TYPING OPTION CODE: Persons registered for skills with the "Typing" (TYA) option will be referred automatically for the same type position not requiring the TYA option. This procedure is true only for positions involving the typing option.

11. SKILLS MISMATCH: When there is a series and grade match and resumes are referred, but there is an apparent mismatch of skills, the gaining CPU should contact the appropriate Zone Coordinator to determine whether an offer is required. If a skills mismatch is not apparent, or the Zone Coordinator directs, the gaining and registering CPOs will discuss the requirements of the position and the qualifications of the registrant(s) and determine whether an offer is required.

12. NON-PPP REFERRALS: In order to assure uniformity of consideration for displaced employees by DoD activities, the PPP will be utilized. Manual referral procedures are not authorized. Activities may consider other displaced persons who are not registered in the PPP only when authorized by other provisions of this manual or by special permission from the Zone Coordinator.

13. OVERSEAS POSITIONS SERVICED BY CPOs IN THE UNITED STATES: Civilian personnel offices in the United States which recruit and select for positions in foreign areas will requisition as follows:

a. For positions that are co-located at coded overseas activities, the requisition will include the activity code of the overseas activity.

b. For positions that are not co-located at coded overseas activities, the requisition will include the activity code of the nearest coded activity within the country. An activity code has been established for each country that is known to have DoD employees within the country (Ref. DoD 1400.20-2-M for codes).

c. Requisitions will be submitted initially when recruitment begins and remain active until filled or other appropriate action warrants removal of the position from PPP consideration.

14. OVERSEAS CPOs: DoD activities in foreign areas will continue to receive a hard copy Stopper List with resumes attached until communications make it possible to complete all processing through the BBS. Until such time, these activities must continue to clear the Stopper List for each position unless an authorized exception applies.

15. RECONSTRUCTION ACTIONS: If at any time during or after completion of the recruiting cycle an activity discovers a position was not properly cleared as required, reconstruction must be requested and corrective action taken as appropriate. To request reconstruction, telephone the servicing staffing specialist at DDSC and provide the following information:

a. Date SF-52, or equivalent, received in the Staffing Branch or Affirmative Employment Division, etc.

b. Date recruitment began.

c. If filled, effective date of action; otherwise the date an in-service list was issued or the date of commitment to a candidate from another source.

- d. Pay group, series, grade and option code, if any.
- e. Permanent or temporary position.
- f. Requisitioning activity code.
- g. Vacancy location.
- h. If previously requisitioned, the control number used.
- i. Name of caller.
- j. Phone number.

DDSC will reconstruct the action to determine if a registrant missed proper consideration. The results of the reconstruction will be sent to the activity with a copy to the appropriate Zone Coordinator. When the reconstruction shows a registrant missed proper consideration, the activity must contact the Zone Coordinator to determine whether corrective action is required.

RETAINED GRADE AND PAY/TEMPORARY EMPLOYMENT DECISION TABLE*

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
1. Temp position used as a RIF offer of assignment (FPM 351, Subchap 5-11., para b.)						
A. Temp - same grade	NA		5 USC, section 5362 (a) (1)	Temp - lower grade RIF**	NO	FPM 351, Subchap 5-11, para b. - employee retains status and tenure
B. Temp - same grade	NA		"	Perm - lower grade RIF	NO	"
C. Temp - lower grade	YES		5 USC, section 5361 (1) AND sec 5362 (a) (1)	Temp - lower grade RIF	YES***	"
D. Temp - lower grade	YES		"	Temp - same grade RIF (same grade as initial RIF offer)	YES***	"
E. Temp - lower grade	YES		"	Perm - higher grade RIF (not higher than grade impacted by initial RIF)	YES***	FPM 351, 5-11, para b AND 5 USC, sec 5362 (d), offer not equal to, or higher than, retained grade
F. Temp - lower grade	YES		"	Perm - same grade RIF (same grade as initial RIF offer)	YES***	"
G. Temp - lower grade	YES		"	Perm - lower grade RIF	YES***	FPM 351, 5-11, para b, AND 5 USC, sec 5362 (a) (1)

* Assumes that the employee is otherwise eligible for retained grade/pay benefits

** Nature of Subsequent Placement is premised on Initial Placement, i.e., "lower grade RIF" indicates subsequent RIF offer is, yet, lower graded than the Initial Placement.

*** Subsequent placement action does not create a new entitlement to grade and pay retention, but the original entitlement (based on initial placement action) continues unless terminated under 5 CFR 536.208(a) or (b).

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
2. Temp position to reemploy RIF separatee (FPM 351, Subchap 5-11, para c.)	A. Temp - same grade (no service break)	NA	5 USC, section 5362 (a) (1)	Temp - Any Grade	NO	5 USC, Sec 5361 (1) no longer meets employee definition AND FPM 351, 5-11, para c. - has no status or tenure
	B. Temp - same grade (no service break)	NA	"	Perm - Any Grade	NO	"
	C. Temp - lower grade (no service break)	YES	5 USC, sec 5361 (1) AND sec 5362 (a) (1)	Temp - Any Grade	YES***	"
	D. Temp - lower grade (no service break)	YES	"	Perm - Any Grade	YES***	"
	E. Temp - any grade (with service break)	NO	5 USC, sec 5362 (d) (1)			
3. Temp (1 year or less) offer thru DoD PPP with no break in service (DoD Manual 1400. 20-1-M, Chap 4, para A.5.)	A. Temp - same grade	NA	5 USC, sec 5362 (a) (1)	Perm - lower grade PPP	NO	5 USC, section 5361 (1) - employed on temporary basis
	B. Temp - lower grade	YES	"	Perm - same grade as initial PPP offer	YES***	5 USC, section 5362 (d) (3) - offer not equal to, or higher than, retained grade

<u>ACTION</u>	<u>INITIAL PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>	<u>SUBSEQUENT PLACEMENT</u>	<u>ELIGIBLE</u>	<u>AUTHORITY</u>
3. Continued	C. Temp - lower grade	YES	5 USC, section 5362 (a) (1)	Perm - lower grade PPP (lower than initial offer)	YES**	5 USC, section 5362 (d) - does not terminate benefits
	D. Temp - lower grade	YES	"	Perm - higher grade PPP (lower than grade before initial PPP placement)	YES***	5 USC, section 5362 (d) - does not terminate benefits
4. Temp (1 year or less) offer thru PPP with three day break in service (DoD Manual 1400.20-1-M, Chap 4, para A.5.)	A. Temp - same grade	NO	5 USC, section 5362 (d) (1) - break in service of one workday or more			
	B. Temp - lower grade	NO	"			

CHAPTER 10

AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS) REQUISITIONING PROCEDURES

A. INTRODUCTION

1. The Automated STOPPER and Referral System (ASARS) is used by DoD "A" coded activities to request matching and referral through the Automated STOPPER or the Automated Referral.

a. The Automated STOPPER is used by DoD "A" coded activities to match positions which are subject to clearing under the DoD Program for the Stability of Civilian Employment. To initiate the matching process, actions are "entered" into the system with a requisition. These requisitions, which remain in the system until the positions are no longer subject to the Automated STOPPER, generate resumes of matching priority registrants. Placements under the Automated STOPPER are mandatory. Policies covering the Automated STOPPER are contained in this manual in Chapter 4 and the appendices that cover other placement programs.

b. The Automated Referral may be used by DoD "A" coded activities to requisition for voluntary referrals of individuals registered in the Defense Outplacement Referral System (DORS), to include registrants available for positions stateside and overseas. Placements under the Automated Referral are voluntary. However, selection commitments resulting from the Automated Referral may be made only while the Automated STOPPER is clear, i.e., no resumes on hand which block the action at the point of commitment. Policies covering DORS are contained in Appendix L of this manual.

2. Automated STOPPER and Automated Referral transactions are processed through the Bulletin Board System (BBS). Although the automated system is the same, the policies and requirements under ASARS for the Automated STOPPER and the Automated Referral are separate and distinct. Procedures for operation of the Automated STOPPER are in paragraph B below; procedures for the Automated Referral begin at paragraph C of this chapter.

B. THE AUTOMATED STOPPER

1. Procedures for Requisitioning

a. Requisitions for positions subject to the Automated STOPPER must be submitted to the Defense Data Support Center (DDSC) through the FRS upon receipt in the Staffing Office of a request for Personnel Action (SF-57 or equivalent request) or when recruitment begins on the basis of an anticipated request. Requisitions received by 1430 hours EST/DSI are processed so that matched referral resumes or "unmatched" notifications are

available the following day. CPO's must sign on to the BBS each workday to check for resumes and see if any messages are available through E Mail. Once a requisition is submitted under the Automated STOPPER, it remains active until closed by the requisitioning activity or DOSC.

5. To requisition, activities complete a Position Requisition/Control Format (copy at Figure 10-1) and submit it through the BBS. Coding instructions for the Position Requisition/Control Format are as follows:

(1) Requisition Control Number

(a) Activities should use a locally developed number to identify each individual requisition. The numbering system used may consist of alpha or numerics or a combination of both, but may not exceed seven characters. A DIFFERENT CONTROL NUMBER MUST BE ASSIGNED TO EACH REQUISITION. Duplicate control numbers will be rejected by the computer and a rejection notice will be sent to the requisitioning activity the following day through the BBS.

(b) Alaska, Hawaii, Puerto Rico - Activities in Alaska, Hawaii and Puerto Rico and other activities who requisition to fill positions in Alaska, Hawaii, and Puerto Rico who anticipate filling their vacancy from within the specific state/commonwealth, must enter a pound sign (#) in the first space of the requisition control number. This will provide only those registrants who have an entry in Item 46 of the Registration/ File Maintenance Format (i.e., those that last resided in the specific state/commonwealth prior to an overseas assignment; have return rights to, or are presently or were last employed in the specific state/commonwealth; and (if Priority 3 resumes are requested) family members registered in: Program "A" (Nondisplaced Overseas Family Member); Program "S" (Military Spouse Preference Program); or Program "F" (Army Family Member Program), whose sponsors are relocating to the specific state/commonwealth.

1. If it is anticipated that the vacancy will be filled from outside the specific state/commonwealth, a pound sign (#) should not be used as part of the requisition control number.

(2) Requisitioning Activity - Enter the requisitioning activity's "A" code from DoD Manual 1400.20-2-M. If an incorrect code is used, the computer will reject the requisition.

(3) Component Code - Enter the code from Appendix C of the component **where the vacancy is located**. This does not have to be the same component as that of the requisitioning activity.

(4) Number of Vacancies - Enter the number of vacancies. If the requisition is for more than one vacancy, the positions must be identical, i.e., same pay group, series, grade, options (if any), and duty location. Once a requisition is submitted, the number of vacancies may be increased as long as the vacancies added are identical to those covered by the original requisition (see paragraph B3d(4) below). If additional vacancies are added, there must be an audit trail to show the date the increase occurred. The day following submission of an increase in vacancies through the BBS, there will be a report available for downloading showing the change in the requisition. This report must be retained for audit trail purposes.

(5) Pay Group, Series, Grade

(a) Pay Group - Enter the appropriate pay group (i.e., GS, WG, WS, WL, WT, etc) for the vacancy. GM is the only pay system that may NOT be used. For GM positions, enter GS.

(b) Series - Enter the appropriate series for the vacancy. DO NOT enter special skills identifiers, e.g. GS-300, WG-00000, and WG-01111. Enter the specific series of the vacancy and the computer will match both the specific series and the appropriate special skill identifier.

(c) Grade - Enter the grade of the vacancy using "0" if less than 10, e.g., 01, 02, 03, etc. If requisitioning to fill a Worker Trainee (WT) Apprentice position, leave these spaces blank.

(6) Options - Enter the appropriate option code(s), if any, from Appendix D.

(7) Remote Activity - Complete this block only when a requisition is submitted for a position at a location other than the commuting area of the requisitioning activity. If the position is at a site, outside the commuting area of the requisitioning activity, that has been assigned an activity code, that code should be entered in these spaces. If the position is at a site outside the commuting area of the requisitioning activity that does not have its own activity code, use the code of an activity in that commuting area, if available. When there is more than one coded activity in the commuting area of the remote site, use the code of an activity from the same component, if available, e.g., Army to Army. If there is no activity code from the same component, the DoD activity code of the activity having the most requirements for that particular series (as

determined by the Skills Index in DoD 1400.20-2-M) will be used. If an activity code is entered in these spaces, the State Code must be left blank.

(8) Remote State/Country Code

(a) Enter a State Code from Appendix C when the requisition is for a vacancy which is located at a non-coded remote site (including Alaska, Hawaii and Puerto Rico), outside the state of the requisitioning activity and is not within the commuting area of a DoD coded activity. Enter the code for the state where the position is located. If the requisition is for a vacancy located at a non-coded remote site in the same state as the requisitioning activity and there is no DoD coded activity within the commuting area of the vacancy, leave the State Code blank. The computer will automatically match the requisition against the state of the requisitioning activity.

(b) Country - Leave blank. Country Codes are not used with the Automated STOPPER.

(9) Referral/Alter/Cancel Code

(a) Referral Codes are entered only on an initial requisition in accordance with paragraph 83b below. A referral code designates the type of registrants to be referred.

(b) Alter/Cancel Codes are entered on requisitions already submitted in accordance with paragraph 83d below. An Alter/Cancel Code changes a requisition which has already been submitted and is still active in the system.

(10) Temporary Only - Enter a "Y" when the requisition is for a temporary action (i.e., temporary position or temporary personnel action). The requisitioning activity will receive referral resumes only for those who have indicated availability for temporary positions. If the requisition is not for a temporary action, leave blank. See Chapter 4 of this manual for temporary policy.

(11) One Time Clearing - Enter a "Y" for positions which require one-time matching with no subsequent matching. All available Priority 1 (P1), Priority 2 (P2) and, if requested, Priority 3 (P3) resumes will be referred. The requisition is then automatically cancelled by the computer. This code is appropriate for positions to be filled immediately such as extensions of temporary appointments or when the activity is prepared to issue an inservice referral list from an open continuous announcement upon receipt of the request for personnel action. Misuse of this code may result in program violation and directed placement action.

2. Matching and Referral

a. Requisitions submitted to clear the Automated STOPPER will be matched against active registrants, based on the specific pay group, series, grade, options (if any), location and the limitation of the referral code used.

b. If there is a match, resumes will be referred through the BBS. If the number of resumes referred does not equal the number of vacancies shown on the requisition, the matching process will automatically continue in each night's cycle until the number of resumes referred equals or surpasses the number of vacancies or until the requisition is cancelled. On initial requisition, the following process will be in effect:

- | | |
|--|--|
| <u>NO RESUMES REFERRED</u> | - daily matching until resumes are issued or requisition is closed. |
| <u>ONLY PRIORITY 1 (P1) RESUMES REFERRED</u> | - requisition remains active but on "hold" for 14 calendar days or until all resumes are cleared by report action. |
| <u>ONLY PRIORITY 2 (P2) RESUMES REFERRED</u> | - requisition remains active but on "hold" for 14 calendar days or until all resumes are cleared by report action. |
| <u>ONLY PRIORITY 3 (P3) RESUMES REFERRED</u> | - daily matching until P1 or P2 resumes are referred (in which case, see P1/P2 above) or, if no P1/P2's are referred, until the requisition is closed. |
| <u>ONLY P1 AND P2 RESUMES REFERRED</u> | - requisition remains active but on "hold" for 14 calendar days or until all resumes are cleared by report action. |
| <u>P1, P2, AND P3 RESUMES REFERRED</u> | - requisition remains active but on "hold" for 14 calendar days or until all P1 and P2 resumes are cleared by report action. |

c. Daily matching continues until the total number of P1 and P2 referrals equals the number of vacancies entered on the requisition.

Example: A requisition for 3 vacancies is submitted at noon on Monday. This starts a 14-day cycle. On Tuesday morning, the activity checks the BBS and receives 9 resumes (1-P1; 1-P2; and 7-P3's). Since only 2 P1/P2 resumes were initially referred and the requisition is for 3 vacancies, the computer continues to match the requisition on a daily basis until a total of 3 or more P1/P2 resumes are referred, at which time the requisition is placed on "hold".

d. If, based on the submission of report actions, the total number of outstanding P1/P2 referrals falls below the total number of vacancies, daily matching will again occur. As long as outstanding P1 or P2 resumes equal the number of vacancies, no new referrals will be issued until 14 calendar days pass from initial requisition. At this time, the computer will automatically match and refer new P1 and P2 resumes. However, once a P3 resume is issued, no new P3 registrants will be referred until the 14-day recycle. If the total number of all resumes referred reaches or surpasses 25, no new P3 resumes will be referred.

Example: 9 resumes (3-P1's; 1-P2; and 5-P3's) are initially referred for a requisition for 4 vacancies. Since the number of P1/P2 resumes equal the number of vacancies, the requisition is put on "hold". Four days before the 14-day recycle, the activity submits report actions to clear 2 of the P1 registrants (both reported not qualified per releasing CPU). There are now only 2 outstanding P1/P2 resumes, which is less than the number of vacancies (4). The computer automatically begins daily matching. Two new P1/P2 are referred the next day. The requisition is again placed on "hold". The requisition then recycles on the fourteenth day. No new P3 are referred unless the number of outstanding referrals falls below the number of vacancies.

e. Every 14 calendar days requisitions recycle regardless of the number of resumes which have already been received and all new P1 and P2 registrants are referred. P3 resumes are referred only if the total number of outstanding referrals (no gaining report action submitted) is less than 25.

f. Requisitions through the Automated STOPPER (except those coded with "One Time Clearing" on the Position Requisition/Control Format) remain active until cancelled by the requisitioning CPU or DDSC.

g. Policies on how to "work" resumes received through the Automated STOPPER are in paragraph 81 of Chapter 4; Chapter 5; and Appendix 1.

5. Referral/Alter/Cancel Codes

a. A Referral Code must be used for every requisition. The referral code designates the type of registrants to be referred based on how the CPU anticipates filling the position. Alter/ Cancel Codes are used to alter or cancel active requisitions. These codes are explained below.

b. Referral Code - A Referral Code is used to indicate the type of referrals needed for each requisition. To determine the appropriate referral code, the activity must first determine how they anticipate filling the position. (For example, if it is anticipated that the position will be filled through merit promotion, a referral code "S" (see para B3b(4) below) should be used to collect P1/P2 registrants as well as P3 military spouses; if the vacancy is for a temporary position which is anticipated to be filled from outside the component, a referral code "A" (see paragraph 3b(1) below) should be used and a "Y" placed in the Temporary Only block of the Position Requisition/Control Format.) Care must be used when selecting a referral code since an inappropriate choice may result in failure to properly consider a priority registrant. This could result in a program violation which requires corrective action by the Zone Coordinator. If there is a question on what code to use, contact the Zone Coordinator's Office or DDSC for assistance. Only one referral code can be used for each requisition; it may not be changed during the life of the requisition. Erroneous referral codes require cancellation and resubmission of the requisition and/or reconstruction of the action. Enter one of the following Referral Codes for each requisition submitted through the Automated SLIPPER:

(1) Referral Code "A" - Use this code to receive Priority 1, 2, and 3 plus Reemployment Priority List (RPL) registrants. This code is appropriate if planning to fill a position from outside the component.

(2) Referral Code "P" - Use this code to receive Priority 1 and 2 registrants only. This code is appropriate if planning to fill a position within the component, by other than competitive promotion action.

(3) Referral Code "M" - Use this code if filling a Reserve/National Guard technician position. This code will refer all Priority 1, 2, and 3 who have indicated an availability for reserve/ national guard technician positions.

(4) Referral Code "S" - Use this code to receive Priority 1, 2 and military spouse Priority 3 registrants. This code is appropriate if planning to fill a position through competitive procedures.

(5) Referral Code "U" - Use this code to receive Priority 1, 2, 3, RPL, and DURS registrants. This code is appropriate for hard-to-fill positions and may only be used when clearing positions located in the 50 states.

c. Overdue Requisition Notice - Requisitioning activities will be sent overdue notices through the BBS 60 days after a requisition is submitted if there are outstanding resumes or if the requisition has not been closed. This notice will provide pertinent information about the requisition and explain that action is required to extend or cancel the requisition. If no action is taken within the next 30 days to extend or cancel the requisition, the computer will automatically cancel the requisition. Any requisition which is cancelled by the activity or computer will result in a BBS notice to the activity the following day.

d. Alter/Cancel Code - The Alter/Cancel Codes listed below are used to change the number of vacancies indicated on an active requisition, or to extend or cancel a requisition. To accomplish one of these actions, a Position Requisition/Control Form must be completed and submitted through the BBS, with the appropriate alter/cancel code, the original requisition control number and the requisitioning activity code. The following 5 codes are the only codes that may be used to alter or cancel an active requisition.

(1) Alter/Cancel Code "F" - Use this code if the position has been filled or an inservice referral list has been issued. This code will terminate the matching process and cancel the requisition.

(2) Alter/Cancel Code "N" - Use this code if one of the following occurs (NOTE: This code will generate a report to the Zone Coordinator's office on those actions which appear questionable):

a. the position is not going to be filled. Return outstanding resumes with the appropriate report action code and a narrative explanation for those returned with a report action of 26, 27 or 43.

b. the requisition contained incorrect data (i.e., wrong series, grade, etc). If no more than 3 workdays have passed since the requisition was submitted, it may be cancelled with a code "N". It is also necessary to submit a report action "43" with the appropriate explanation to clear outstanding resumes (ref Chapter 11 of this manual). A NEW requisition must then be submitted with the correct information. However, if more than 3 workdays have passed, the requisition must be cancelled, report actions submitted and a reconstruction requested from DDSC.

(3) Alter/Cancel Code "C" - Use this code if you want a requisition, which has been on file for 60-90 days, to remain active. This code will extend the matching and referral process for an additional 60 days.

(4) Alter/Cancel Code "I" - Use this code to increase the number of vacancies on an active requisition. If the number of vacancies are increased, a new 60-day period begins. When this code is used the block for the number of vacancies on the Position Requisition/Control Format must also be completed; and complete audit trail documentation must be kept on each individual position. NOTE: Once a requisition is submitted, the number of vacancies may NOT be decreased by use of an alter/cancel code. The only time the number of vacancies on an active requisition are decreased is when resumes are returned with report action code "14" which shows a placement has been made against one of the positions. The computer then "decreases" the number of vacancies automatically.

(5) Alter/Cancel Code "K" - Use this code if you want to cancel a requisition when NO resumes have been referred. This code may be used only when the requisition is unmatched, no referrals have been issued, and an action has occurred which no longer makes the position subject to the Automated STOPPER (i.e., the position has been committed; an inservice referral list issued, etc.).

4. Inactive Requisitions

a. A requisition will be cancelled by the computer anytime a requisitioning activity:

(1) Submits a referral code "F", "K" or "N". Use of these codes requires complete audit trail documentation.

(2) Submits report action code "14" (Placement at this activity), for the number of resumes which equal the number of vacancies. For example, the computer will automatically cancel a requisition submitted for 2 vacancies when 2 resumes are returned with a report action code "14". When this occurs, all other outstanding referral resumes received against the requisition must be returned with the appropriate report action code.

(3) Fails to extend a requisition within 90 calendar days of the initial request.

5. Quality Control - A complete audit trail must be maintained for each position which is subject to the Automated STOPPER.

6. Error Reports - The day after a requisition is submitted, there should be a response on the BBS. If the requisition is matched, resumes will be available. If the requisition is unmatched, there will be a report documenting the results. However, if there is a problem with the data submitted, the

computer will generate an error report which explains the problem and notifies the activity to correct and resubmit the requisition. Questions on error reports should be directed to DUSC.

7. Reconstruction - If at any time during or after completion of the recruiting cycle an activity discovers they failed to properly clear a position through the Automated STOPPER, a reconstruction action must be requested in accordance with procedures contained in Chapter 4 of this manual.

C. THE AUTOMATED REFERRAL

1. The voluntary Automated Referral may be used at anytime. However, selection commitments for individuals referred through the Automated Referral may only be made while the Automated STOPPER is clear, i.e., a requisition for the position to be filled has been submitted to the Automated STOPPER but no resumes are on hand which block the action at the point of commitment.

2. Requisitions submitted by DOD "A" coded activities to the Automated Referral will be matched against active registrants in the Defense Outplacement Referral System (DORS), based on the specific pay group, series, grade, option code(s), if any, and location. Different Referral codes are used dependent on whether the position is located stateside or overseas.

3. Requisitions to the Automated Referral are matched one time against active DORS registrants; the computer then automatically cancels the requisition. If there is a match, resumes are referred the following day through the BBS.

4. Requisitioning Procedures: To receive referrals through the Automated Referral, submit a Position Requisition/Control Form through the BBS in accordance with instructions contained in paragraph B1b above with the following modifications:

a. Remote Activity - Leave blank.

b. Remote State/Country Code - Enter either a state or country code, if appropriate, otherwise, leave blank.

(1) Use a State Code from Appendix C if the position is located outside the state of the requisitioning activity. If the position is in the same state, leave blank; the computer will automatically match the state of the requisitioning activity. When a state code is used, a "Z" MUST be entered in the Referral Code block.

(2) Use a Country Code from Appendix C if the position is overseas. When a country code is used, a "B" must be entered in the Referral Code block.

c. Referral/Alter/Cancel Code

(1) Referral Code "Z" - Use Referral Code "Z" to receive DURS registrants for positions located in the United States and Puerto Rico.

(2) Referral Code "B" - Use Referral Code "B" to receive DURS registrants for positions located overseas.

NOTE: See paragraph C1 above on the requirement to clear positions through the Automated STOPPER prior to making a selection commitment to any individual referred through the Automated Referral.

(3) Alter/Cancel Codes are NOT used with the Automated Referral.

d. One Time Clearing - This code is NOT used with the Automated Referral since every requisition is matched only one time and is then automatically cancelled by the computer.

d. Report Actions

a. Requisitioning/Gaining Activities have no reporting requirement.

b. Registering/Releasing Activities must submit report actions in accordance with Chapter 11 of this manual with the following exception: Report Action Code "02" (Declination of Offer) does not remove a DURS registrant from the "Z" program (Actions 03 through 12 DO remove registrants from DURS).

6. Quality Control - There is no requirement to maintain an audit trail on requisitions submitted through the Automated Referral.

POSITION REQUISITION/CONTROL FORMAT

REQUISITION CONTROL NUMBER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
REQUISITIONING ACTIVITY	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
COMPONENT CODE	<input type="text"/>
NUMBER OF VACANCIES	<input type="text"/> <input type="text"/>
PAY GROUP, SERIES, GRADE ...	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
OPTIONS	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
REMOTE ACTIVITY	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
REMOTE STATE / COUNTRY CODE	<input type="text"/> <input type="text"/>
REFERRAL/ALTER/CANCEL CODE	<input type="text"/>
TEMPORARY ONLY	<input type="text"/>
ONE-TIME CLEARING	<input type="text"/>

MAY BE REPRODUCED LOCALLY

Figure 10-1

LEGEND FOR ZONE REGION AND STATE CODES

1 -ZONE 1	GA - Georgia KY - Kentucky MS - Mississippi NC - North Carolina SC - South Carolina TN - Tennessee RQ - * Puerto Rico	SL - ST LOUIS REG
BN - BOSTON REG		IA - Iowa KS - Kansas MO - Missouri NE - Nebraska
CT - Connecticut ME - Maine MA - Massachusetts NH - New Hampshire RI - Rhode Island VT - Vermont	DA - DALLAS REG	4 - ZONE 4
NY - NEW YORK REG	AR - Arkansas LA - Louisiana NM - New Mexico OK - Oklahoma TX - Texas	DE - DENVER REG
NJ - New Jersey NY - New York		CO - Colorado MT - Montana ND - North Dakota SD - South Dakota UT - Utah WY - Wyoming
PH - PHILADELPHIA REG		SF - SAN FRANCISCO REG
DE - Delaware MD - Maryland PA - Pennsylvania VA - Virginia WV - West Virginia DC - Dist. of Columbia	3 - ZONE 3	AZ - Arizona CA - California HI - * Hawaii NV - Nevada
2 - ZONE 2	CH - CHICAGO REG	SE - SEATTLE REG
AT - ATLANTA REG	IL - Illinois IN - Indiana MI - Michigan MN - Minnesota OH - Ohio WI - Wisconsin	AK - * Alaska ID - Idaho OR - Oregon WA - Washington
AL - Alabama FL - Florida		

* These areas must be selected individually (HI,AK,RQ)

COUNTRY LEGEND

AK - Alaska	GQ - Guam	NO - Norway
AR - Argentina	GT - Guatemala	OK - Okinawa
AS - Australia	HI - Hawaii	MU - Oman
AZ - Azores	HO - Honduras	PK - Pakistan
BA - Bahrain	HK - Hong Kong	PM - Panama
BE - Belgium	IC - Iceland	PA - Paraguay
BD - Bermuda	ID - Indonesia	PE - Peru
BL - Bolivia	IR - Iran	RP - Philippines
BR - Brazil	IZ - Iraq	PO - Portugal
BM - Burma	IS - Israel	RQ - Puerto Rico
CA - Canada	IT - Italy	SA - Saudi Arabia
PQ - Canal Zone	JA - Japan	SN - Singapore
CI - Chile	JO - Jordan	SO - Somalia
CH - China	CB - Kampuchea	SD - Scotland
CO - Columbia	KE - Kenya	SP - Spain
CS - Costa Rica	KS - Korea	SU - Sudan
CR - Crete	KU - Kuwait	TW - Taiwan
CU - Cuba	LB - Labrador	TH - Thailand
DA - Denmark	LA - Laos	TD - Trinidad
DG - Diego Garcia	LE - Lebanon	TS - Tunisia
DR - Dominican Rep	LY - Libya	TU - Turkey
EC - Ecuador	MY - Malaysia	TC - United Arab Emir
EG - Egypt	CQ - Mariana Islands	UK - United Kingdom
ES - El Salvador	MX - Mexico	UY - Uruguay
UK - England	MQ - Midway Island	VE - Venezuela
ET - Ethiopia	MO - Morocco	VM - Vietnam
FR - France	NL - Netherlands	VQ - Virgin Islands
GM - Germany	NA - Nether Antilles	YS - Yemen
GR - Greece	NW - Newfoundland	CG - Zaire
GL - Greenland	NU - Nicaragua	

NON-DOD FEDERAL AGENCY CODES
RELEASING REPORT ACTIONS

<u>Department/Agency</u>	<u>Codes</u>
Atomic Energy Commission	AE
Dept of Agriculture	AG
Soil Conservation Service	SC
Forest Service	FS
Dept of Commerce	CM
Dept of Education	ED
Dept of Energy	DN
Bonneville Power Administration	BA
Dept of Health and Human Services	HE
National Institute of Health	NI
Social Security Administration	SA
Dept of Housing and Urban Development	HU
Dept of Interior	IN
National Park Service	NF
Bureau of Indian Affairs	BI
Bureau of Land Management	BL
Dept of Justice	DJ
Bureau of Prisons	BP
Federal Bureau of Investigation	FB
Immigration and Naturalization Service	IM
Dept of Labor	DL
Dept of State	ST
Dept of Transportation	TD
Federal Aviation Administration	FA
Federal Highway Administration	FH
U.S. Coast Guard	CG
Dept of Treasury	TF
Internal Revenue Service	IR
U.S. Customs Service	CT
U.S. Mint	MT
Dept of Veterans Affairs (formerly Veterans Admin)	VA
Equal Employment Opportunity Commission	EO
Fed Communications Commission	FC
Fed Deposit Insurance Corporation	FD
Fed Trade Commission	FT
General Accounting Office	LG
General Services Administration	GS
Government Printing Office	LP
Interstate Commerce Commission	IC
Library of Congress	LC
National Aeronautics and Space Administration	NN
National Labor Relations Board	NL
Office of Economic Opportunity	OE
Office of Personnel Management	OS
Postal Service	PO
Selective Service System	SS
Small Business Administration	SB
Tennessee Valley Authority	TV
U.S. Information Agency	IA
Other Federal Agency	OA

APPENDIX L

DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS) (PROGRAM Z)

A. INTRODUCTION

1. The Defense Outplacement Referral System (DORS) is an automated referral system established through a cooperative effort between the Department of Defense (DoD) and the Office of Personnel Management (OPM). DORS provides referral of DoD employees and their spouses to DoD activities, non DoD Federal agencies, state and local governments, not for profit organizations, and the private sector, including state and local governments, in the United States and overseas.

2. Registration and placement through DORS is strictly voluntary for both the registrant and the potential employer. DORS should not be confused with the mandatory provisions of the DoD Priority Placement Program (PPP).

B. COVERAGE

1. This appendix contains policy and procedures for the registration and referral of current civilian DoD appropriated fund employees and their spouses.

2. This appendix does not cover nonappropriated fund (NAF) employees and their spouses or military members and their spouses.

a. DoD nonappropriated fund (NAF) employees and their spouses register in DORS in accordance with the NAF Policy and Procedures Guide which is available through the Defense Data Support Center (DDSC) in Dayton, Ohio.

b. Military members and their spouses register in DORS through their local Transition Assistance or Family Support Office, where procedural guidance is available.

C. REGISTRATION POLICY

1. Eligibility

a. To be eligible to register, an individual must be:

(1) a current civilian DoD employee; or

(2) a spouse of a current civilian DoD employee, as long as the DoD employee is registered in DORS or the DoD PPP.

b. Additionally, a registrant must:

- (1) be a U.S. citizen or a non-U.S. citizen who currently occupies an excepted service position;
- (2) have satisfactory performance and conduct; and
- (3) be qualified and available for positions for which registered.

2. Registration through Programs "Z" or "A".

a. Registration in DURS is through either the "A" program or "Z" program; however an employee may NOT be in both programs at the same time.

b. Eligible DoD employees may simultaneously be in the "Z" program and any other program under the DoD Stability of Civilian Employment, except the Priority Placement "A" Program.

c. DoD employees are ineligible for "Z" program registration if they are mandatory registrants in PPP; however, they may register in DURS as explained in paragraph C2d below.

d. An employee registered in the "A" program may register in DURS by indicating availability for other Federal agencies and/or private industry in Items 29 and 57, respectively, of the Registration/File Maintenance Format. When registration for DURS is accomplished through the "A" program, the skills, grades, and area of referral for DoD activities and non DoD Federal agencies must be in accordance with PPP policy. However, an individual may retain an expanded geographical area of referral for private industry and may register for referral to overseas DoD activities by entering country codes in Item 56. In this case, when referred to overseas activities, the registrant will NOT be referred as a priority candidate but only as a DURS referral.

e. Employees who are registered in the "Z" program who become eligible for PPP ("A" program) registration, may have their registration moved from one program to the other through the BBS, using the DDSC "Automation Guide" procedures. In accordance with these instructions, the "Z" program registration will automatically be dropped by DDSC upon submission of an "A" program registration.

NOTE: when an employee is moved from the "Z" to "A" program under these procedures, a complete review must be done of all data elements to assure that the registration complies with PPP policy and procedures (i.e., qualifications, skills, grades, area of referral, etc.)

D. REGISTRATION - The following applies to "Z" program registration only:

1. Series - Individuals may be registered for up to five skills and must be qualified based on education and experience. Final qualification and appointability determination are the responsibility of the gaining CPU.

2. Grade

a. The highest grade for which eligible to register:

(1) for current employees on permanent appointments-
no higher than current permanent grade.

(2) for employees on temporary appointments with
prior Federal service or spouses with prior Federal service -
last permanent grade held.

(3) for registrants without status or with no prior
Federal service - highest grade for which eligible based on X-11B
or X-11B-C qualification standards.

b. In all cases, the lowest grade for registration purposes is the lowest grade for which the registrant will accept an offer, but not to exceed 3 grades below the high grade for which eligible/registered. If registering for different pay plans, each pay plan is treated separately, for example:

(1) If high grade for which registered is GS-11, may register as low as GS-8.

(2) If high grade for which registered is WG-8, may register as low as WG-5.

3. Geographic area - There are no limitations to the area a registrant selects for referral. The registrant can choose to register for locations in the United States and/or overseas. A spouse's area of referral must be the same as the sponsor. Under "Z" program, individual activity selections are not permitted; therefore, entry for zone, region, state or country must be made.

4. Moving expenses

a. "Z" Program - Moving expenses are not guaranteed when placement is through the "Z" program. If the registrant's activity has been identified for closure, expenses will normally be paid. However, without a RIF notice or assurance that the registrant will be separated, the registrant is responsible for moving expenses unless able to negotiate with the new employer for payment. Moving expenses cannot be authorized if a move results from placement in private industry or from a spouse's acceptance of an offer.

d. "A" Program - If placed through the PPP, moving expenses are paid in accordance with the Joint Travel Regulation (JTR) and Chapter 2, paragraph F of this manual.

E. REGISTERING ACTIVITY PROCEDURES

1. Registration and file maintenance will be in accordance with Chapters 8 and 9 except as follows:

- a. Item 05 - Enter a "Z".
- b. Item 13 - Enter pay group, series and grade of current or last permanent Federal employment. If none, leave blank.
- c. Item 14 - Enter title of current position or last position occupied. If not employed, leave blank.
- d. Item 29 - Enter a "Y" to indicate availability for non-DoD Federal agency positions. (NOTE: On a "Z" program registration, the registrant must have a "Y" in both Item 29 and Item 57).
- e. Item 41 - Enter the anticipated effective date of the RIF action (i.e., date of separation, change to lower grade, etc.). If not involved in a RIF, leave blank.
- f. Item 42 - Enter one year from the date shown in Item 41. If Item 41 is blank, leave blank.
- g. Items 43 through 46 - Leave Blank.
- h. Items 47 through 50 - Enter zone, region and/or state selections for referral of registrant to DoD and non DoD Federal employers in the United States.
- i. Item 51 - Leave blank.
- j. Items 52 through 55 - Leave blank.
- k. Item 56 - If referral is desired for overseas, enter up to 20 overseas country codes (Appendix C).
- l. Item 57 - Enter a "Y" to indicate availability for private sector. (NOTE: On a "Z" program registration, the registrant must have a "Y" in this Item and Item 29.)
- m. Item 58 - Appendix C contains codes for referral to the private sector. This item allows for single region selection or expanded area by use of Region codes 13 through 15. If the registrant desires consideration only in a specific city and state enter "00" in this Item and specify the choices in Items 59 through 62.

n. Items 59 through 62 - Individuals may register for up to two states/cities. Choose the abbreviation of the state from the State Codes (Appendix C). Show the name of the largest city (commuting area) within the selected state where the registrant wishes to work. Do the same for the second choice. A city identified in Item 60 must be within the state identified in Item 59. Also, a city identified in Item 62 must be within the state identified in Item 61. These locations do not have to be in the region chosen in Item 58. A state code may not be shown without a city and a city may not be shown without a state.

o. Item 63 - Leave blank.

2. USE OF FILE MAINTENANCE TO EXTEND REGISTRATION IN DORS FOR ONE YEAR - Whether there are dates in Items 41 and 42 or not, the following steps are required to extend a "Z" program registration:

a. Registering CPO's are notified by a Registration Update Notification Listing after a registrant has been in DORS for 11 months.

b. The CPO should first determine whether the registrant is still eligible for continued registration and whether he/she desires to have his/her registration data extended for an additional year. For those who desire extended registration, the CPO should review the resume data to determine which Items require an update.

c. Changes are made by file maintenance on a Registration/File Maintenance Format and submitted through the SSB.

d. File maintenance received and processed by DDSU before the end of the 12th month of the applicant's registration will serve to extend the registration for an additional year. Any file maintenance submitted during the year will serve to update a DORS registration for a year from the date processed by DDSU.

e. File maintenance not processed at DDSU before the end of the 12th month will result in deletion from DORS by automatic computer action and future registration will require submission of a new Registration/File Maintenance Format.

F. COUNSELING

Counseling the registrant is an important step of the registration process. A Counseling Checklist is included at the end of this Appendix and must be followed in the counseling session. It must be signed by the registrant and the counselor. A copy should be provided to the registrant and a copy kept as part of the registrant's file. This checklist provides the information that must be shared with the individual and documents that it was discussed. It also serves as the release for Privacy Act data. If an employee and spouse are both registering, it is recommended that they be counseled together.

G. DELETION FROM DORS

1. "Z" Program - DORS registration is active until one of the following situations occur:

- a. Registrant decides to no longer be registered.
- b. Employee is no longer on DoD rolls.
- c. Employee's performance/conduct warrants deletion.
- d. Employee is eligible and registers in PPP. Upon registration in the "A" program, "Z" program registration ends automatically. If an "A" program registrant wants to be referred through DORS, this may be accomplished in accordance with paragraph G2d of this appendix.
- e. Sponsoring employee is no longer registered in DORS; therefore, spouse loses eligibility. If the DoD employee relocates as a result of placement through PPP or DORS, the spouse may remain registered in "Z" program for one year following the move, even if the employee is not registered in DORS. The area of referral for the spouse, in such case, must be for the commuting area of the new location.
- f. A year has passed since registration or any file maintenance processed (no update/change has been submitted); computer will automatically delete registration from DORS.

2. "A" Program - An employee who is registered in DORS through an "A" program registration will remain active in DORS until one of the following situations occur:

- a. Employee is no longer registered in "A" Program.
- b. Employee remains in "A" Program but no longer wishes to be referred to non DoD Federal agencies and private sector. (Enter an "N" in items 24 and 57 of the Registration/File Maintenance Format.)

H. GAINING ACTIVITY PROCEDURES

1. Requisitioning

a. Non DoD Federal agencies and private sector request referral lists of DURS registrants by contacting OPM or the Defense Manpower Data Center (DMDC).

b. DoD activities submit DURS requisitions to DDSC in accordance with the procedures in Chapter 10 of this manual. Prior to filling positions through DURS, the Automated STOPPER must be cleared, (i.e., a requisition for the position to be filled has been submitted but no priority resumes are on hand which block the action at the point of commitment.) Requisitioning through DURS **DOES NOT** meet the requirements for clearing the Automated STOPPER for the PPP.

2. OFFERS

a. Offers from DoD and non DoD Federal agencies are made to the registrant through the CPO. Offers from the private sector may be made directly to the registrant. Once an offer is made to a registrant, a response should be made within 4 calendar days.

b. Declination of any offer does not result in removal from the "Z" program.

c. Declination of an offer, while registered in DURS through an "A" program registration, will be in accordance with policy contained in Chapter 3, paragraph B28 of this manual.

I. REPORT ACTION CODES

The requisitioning/gaining CPO has no reporting requirement! The registering activity must complete report actions in accordance with Chapter 11 except that report action "02" (Declination of Offer) does not remove a DURS registrant from the "Z" program. (Report Action Codes 03 through 12 remove registrants from DURS).

J. REGISTRANT RECORDS

A file must be kept on each DURS registrant for a period of one year from the date of his/her deletion from the program. The file should contain a signed copy of both the completed registration, the counseling checklist, any file maintenance submitted and offers made with the resulting acceptance/declinations documented.

**DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)
COUNSELING CHECKLIST**

During the registration counseling session, the following information must be discussed with each individual registering in DORS. Check off each item as you go along. After completion of the counseling, the registrant and the counselor must sign and date the checklist, which will become part of the registrant's DORS file.

1. UNDERSTAND DORS:

___ DORS is a voluntary referral program for both the registrant and the employing office.

___ All civilian DoD employees are eligible to register.

___ Spouses of DoD employees, who are registered in DORS through the "A" or "Z" programs, may also register in DORS (through the "Z" program) even if they have never worked for the Federal government.

___ DORS should not be confused with the Priority Placement Program (PPP) which is a mandatory placement program within DoD.

___ If an individual is currently registered in the DoD PPP and desires referral through DORS, the employee may be referred to non DoD Federal agencies and private sector through the "A" program. The skills and area of referral will be in accordance with PPP policy.

___ Performance and conduct of DORS' registrants must be satisfactory.

___ Registrants should be sure they are ready to register in DORS and will seriously consider any offer.

___ Registrants will be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, must be available to report for duty within 6 weeks of acceptance of offer.

___ Registrants will be referred to DoD, non DoD Federal agencies and the private sector. A registrant is referred to all three sources under DORS.

___ Geographic area of referral is open; however, moving expenses are not guaranteed. Expenses may be paid depending on whether the organization is undergoing a reduction or is actually closing. The gaining agency may choose to pay expenses. Moving expenses as a result of placement in the private sector cannot be paid by DoD. DoD cannot authorize payment of moving expenses as a result of a spouse's acceptance of an offer.

___ May register for up to 5 skills for which qualified.

___ Declination of offers under DURS will not result in removal from the program.

___ Acceptance of any position with DoD will allow continued registration in DURS; however, acceptance of an offer with another Federal agency or the private sector terminates eligibility in DURS.

Registration data provided will be given to prospective employers including name, address, home telephone number, education level, current position, grade level and experience. This data must be kept current by informing the CPD of any changes.

___ Registrants should have a current SF-171, Application for Federal Employment, and a current resume if requested by prospective employers.

___ Registrants should respond within 4 calendar days to any offer of employment.

Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Defense Data Support Center Bulletin Board System and the Registration/File Maintenance Format. We must have your Social Security Number (SSN) to keep your record straight because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DURS). Information will be given to DoD activities and also to Federal, state and local agencies and the private sector. Giving us your SSN or any other information is voluntary. However, we can not process your registration if you do not provide the requested information. This completed format will become a part of the DURS registration package which may be reviewed in either administrative or judicial proceedings.

Registrant Signature/Date

CPD Signature/Date

MAY BE REPRODUCED LOCALLY